

**TYPES OF APPLICATIONS**

1. **General.** There are three types of applications to be used by the States in requesting L&WCF Assistance from the Service: the Complete Single Project, the Consolidated Grant, and the Streamlined Single Project. These application types vary in the amount of documentation required for submittal to the Service and in the extent of review by the Service for compliance with program requirements.
2. **Complete Single Project.** This application requires the States to submit to the Service all information which has a significant bearing on the project for complete review by the Service in determining compliance with program requirements. This type of application must be used by all SCORP Planning projects and by proposals for the Secretary's Contingency Reserve Fund.
  - A. Documentation to be submitted to the Service for a Complete Single Project application includes the following:
    - (1) Project Agreement (original and one hand-signed copy plus one other copy);
    - (2) A Description and Notification Form (DNF) (original);
    - (3) Intergovernmental Review E.O. 12372 comments (one copy);
    - (4) Environmental information in accord with Chapter 650.2 requirements (one copy);
    - (5) A Standard Form 424 (one signed copy);
    - (6) A dated project boundary map in accordance with Section 660.2.6 and a location map (one copy each);
    - (7) Parcel maps and/or development plan including floor plans as appropriate (one copy each);
    - (8) DI 1350 - Title VI Assurance of Compliance (one copy with original signature);
    - (9) One DI-1953 Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions;
    - (10) Acquisition schedule which identifies parcel(s) to be acquired, acreage, and estimated value (one copy);

- (11) On-site inspection report in accord with the on-site inspection agreement (one copy);
  - (12) A SCORP reference to indicate how the project meet priority outdoor recreation needs as identified in the Statewide Comprehensive Outdoor Recreation Plan and Action Program (one copy);
  - (13) All other information which has a significant bearing on the project.
3. **Consolidated Grant.** A consolidated grant may encompass a number of project elements (i.e. single projects) under one application and agreement. Each element of a consolidated grant may consist of acquisition and/or development projects sponsored by State and/or local public agencies. A State may include all or a portion of its available apportionment during a fiscal year under one consolidated grant. A consolidated grant must contain at least five (5) project elements.
- A. Documentation to be submitted to the Service for a consolidated grant will be limited to the following:
- (1) Project agreement covering the consolidated grant as a whole (original and one hand-signed copy plus one other copy);
  - (2) A Description and Notification Form for each project element (original);
  - (3) Intergovernmental Review E.O. 12372 comments for each project element, (one copy);
  - (4) Environmental information in accord with Chapter 650.2 requirements for each project element of the consolidated grant (one copy);
  - (5) A Standard Form 424 for the consolidated grant as a whole (original);
  - (6) A dated project boundary map in accordance with Section 660.2.6 for each project element (where the map does not adequately show project location, a location map will be provided.); and
  - (7) A SCORP reference for each project element to indicate how the project meet priority outdoor recreation needs as identified in the Statewide Comprehensive Outdoor Recreation Plan and Action Program (one copy);

B. Documentation to be retained by the State for a consolidated grant is as follows:

- (1) One Standard Form 424 will be completed for the consolidated grant as a whole;
- (2) All documents required for a Complete Single Project Application (see Section 660.2.A.) will be completed for each project element; and
- (3) All other information required by the L&WCF Manual.

C. Flexibility. The consolidated grant allows the State to adjust funding levels and to add or withdraw project elements in accord with the following guidelines:

- (1) The State may shift funds between project elements to increase an element's L&WCF assistance (as indicated in the Description and Notification Form) by no more than 50 percent of the original L&WCF assistance level. Increases beyond this limitation will require an amendment approved by the Service. Amendments will be required for changes to the L&WCF Fund amount indicated on the consolidated grant agreement. L&WCF assistance for any one project element may not exceed 50 percent of that element's total cost. Where a project element's funding is reduced, the State is responsible for assuring completion of a viable recreation project as agreed upon in the project scope.
- (2) The State may include in the total cost of the consolidated grant a contingency fund not to exceed 10 percent of the sum of the cost of all project elements. The withdrawal of an element will not affect the original contingency amount. The amount included as a contingency will be indicated on the bottom of the first page of the project agreement.
- (3) Project elements may be added by amendment to the consolidated grant only in the fiscal year in which the consolidated grant is approved.
- (4) Project elements may be withdrawn from a consolidated grant unilaterally by amendment prior to the first billing for that project element. After the first payment and prior to project element completion, project elements may be terminated upon agreement of both the State and the Service by amendment. However, the provisions of Section 6(f) of the Land and Water Conservation Fund Act will apply to any

lands acquired or developed with Fund assistance, even if the project element is terminated. (see Chapter 675.8).

D. Exclusions. The following conditions will disqualify a project element for inclusion in a consolidated grant application.

- (1) The project element involves supplemental funding (see Section 670.1.5.).
- (2) The project element involves staged acquisition or development plans.
- (3) The project element is funded from the Secretary's Contingency Reserve Fund.
- (4) The project element involves a property eligible to be listed on the National Register of Historic Places (see Chap. 650.4) unless its inclusion in the consolidated grant is approved by the Service in consultation with the Advisory Council on Historic Preservation.
- (5) The project element is a SCORP Planning project.

4. Streamlined Single Project. Under this option, the State will be required to submit only limited documentation for a single project. This option will be available for acquisition and development projects not exceeding \$100,000 in L&WCF assistance. (see Section 660.1.5).

A. Documents to be submitted by the State to the Service for a Streamlined Single Project application include:

- (1) A Standard Form 424;
- (2) Project agreement (original and one hand-signed copy plus one other copy);
- (3) Environmental information in accord with Chapter 650.2 guidelines;
- (4) A dated project boundary map in accordance with Section 660.2.6. (Where the map does not adequately show project location, a location map will also be provided);
- (5) One DI-1953, Certification Regarding Debarment Suspension, and other responsibility matters, primary covered transactions;
- (6) A Description and Notification Form; and,

- (7) A SCORP reference to indicate how the project meets priority outdoor recreation needs as identified in the Statewide Comprehensive Outdoor Recreation Plan and Annual Action Plan (one copy).
  - B. All other documentation required for a Complete Single Project Application listed under Section 660.1.1A and pertinent information relating to other L&WCF Manual requirements will be retained by the State.
  - C. Use of the Streamlined Single Project Application with unlimited funding may be allowed by the Regional Director (see Section 660.1.5).
5. **Implementation of Consolidated Grant and Streamlined Single Project Application.** Use of the Consolidated Grant and unlimited funding under the Streamlined Single Project application type will be phased into the program based on each State's demonstrated ability to utilize these approaches. The use of these two application types may be extended to individual States by the Regional Director commensurate with the demonstrated quality of program administration by the State. The decision to extend such authority will be based on the adequacy of the State's staffing level to handle additional administrative responsibility; the success of the State's experience with the certification project approach (see Section 660.5.6); recent audit records; Regional Office program review findings; and the State's record for submitting properly documented and actionable project proposals.
- In utilizing these two application types, the Service will rely on the certification by the State of project eligibility and legal compliance, and limit its review to the adequacy and correctness of the documents submitted. Therefore, more emphasis will be placed on pre-approval program coordination and assistance by the Service. This will be particularly emphasized for Consolidated Grants where Service personnel will assist and consult with the State in the packaging and review of the project elements.
6. **Contingency Reserve Projects.** Proposals for assistance from the Secretary's Contingency Reserve Fund must meet the criteria found in Chapter 600.4 and be submitted as a Complete Single Project application.

**APPLICATION AND AMENDMENT PROCEDURES**

1. **General.** This chapter deals with the procedures and requirements for submitting an acquisition and/or development project application to NPS for L&WCF assistance and for amending and approving such projects. The application procedures for planning projects are covered in Part 630.
2. **Background to the Application.** Before submitting an application to NPS for L&WCF assistance, the following conditions must be met:
  - A. The State's SCORP program must meet the requirements of the Land and Water Conservation Fund Act and the requirements of Part 630. Project applications must be received by the Service while there is a sufficient period of eligibility remaining to permit thorough processing of the application. Applications which cannot be processed prior to the revocation of eligibility will not be acted upon until the State's eligibility has been reinstated.
  - B. The State's apportionment balance from the National Park Service must be adequate to cover the proposed project or stage to be activated, or Land and Water Conservation Fund Contingency Reserve monies must be required for that part of the Federal share for which the State's remaining unobligated L&WCF apportionment is insufficient.
  - C. The sponsoring agency must have developed the plans for its proposed project to the point where the project scope can be described and reasonable estimates of cost can be made.
3. **Submission of an Application.** Project applications should be received at least 60 days in advance of the proposed acquisition or the beginning of construction (see Section 670.1.3B for exceptions).
4. **Application Forms.** All applicants will use the Federal Assistance Application For Construction Programs: Standard Form 424 and OMB Form 80-RO184. (see Attachment 660.3A). One signed copy of the above forms will be submitted to the Service when using a Complete Single Project Application. For Consolidated Grant and Streamlined Single Project applications, the State shall prepare both forms, retaining the 80-RO184 on file and submitting one signed copy of the SF424 to the Service.

For Consolidated Grants, these forms will be prepared for the whole grant and not for each project element. Instructions for filling out these forms are included in Attachment 660.3A.

For staged projects (described in Section 660.5.5B), a separate Part III, Section B of OMB Form 80-RO184 for each stage must be included in the application. As approval is requested on a qualified stage, a revised Part III, Section B must be prepared if changes have occurred in the stage since initial qualification which increases or decreases costs or alters the allocation of funds among the stage's scope items. Note that a staged project may not be submitted as an element of a consolidated grant.

5. **Agreement Forms.** A project agreement (see Attachment 660.3.B) which establishes the framework for accomplishing the project will be negotiated between the Service and the State for each project. Execution of the agreement by the Service constitutes its approval of the project.

A. **Framework of the Agreement.** The major points of the project agreement are as follows:

- (1) It sets forth the obligations assumed by the State through its acceptance of Federal assistance, including the rules and regulations applicable to the conduct of a project under the Act and any special terms and conditions to the project established by the Service and agreed to by the State.
- (2) It obligates the United States to provide grants up to a designated amount for eligible costs incurred on the project on the basis of information and cost estimates contained in the proposal. This amount is the "support ceiling," and may vary as a percentage of total eligible costs, but in no event will it exceed 50 percent of the total cost indicated on the agreement forms.
- (3) It sets forth methods of costing, accounting, incurrence of costs, and similar matters.
- (4) The date of approval is the beginning of the project period, unless the Service has granted for that project a waiver of its policy of not approving costs retroactively (see Section 670.1.3.B.). A termination date is included. The total project period should normally be three years, and should not exceed five years. When a project element is added to a consolidated grant by amendment, the project period for that element begins when the amendment is approved.
- (5) It describes what is to be done and how it will be accomplished. If the project is to be staged, the sequence and content of the stages are shown.

B. **Submission of the Agreement.** In applying for L&WCF assistance, the State will submit three (3) copies of the project agreement to the

Service. The original and one copy of the agreement must be hand signed by the State Liaison Officer or the officially designated alternate and be submitted by the State agency designated by State law or the Governor to administer the L&WCF program in the State. The General Provisions of the project agreement (see Attachment 660.3B) are included by reference in the project agreement, and therefore they need not be submitted to the Service as part of the agreement.

(1) For consolidated grants, only one agreement will be negotiated between the State and the Service to cover all the project elements. The project scope and fund amount of each project element, as written of the official project agreement for consolidated grants. Also the amount of contingency funds (see Section 660.1.3C(2)) included in the consolidated grant should be indicated at the bottom of the first page of the agreement form.

(2) For staged projects, the agreement form will indicate the amount of funding being requested for the first stage. Approval of additional funds for future stages will be handled as amendments to the project agreement.

C. Notification to the State. A signed copy of the approved agreement will be returned by NPS to the State Liaison Officer and will constitute necessary notification of project approval.

D. Local Sponsor Responsibilities. The agreement binds the Federal Government and the State to certain obligations. When the project sponsor is a local unit of government or an Indian Tribe, the State Liaison Officer will make such arrangements with the sponsor as necessary for the successful completion of the project and the enforcement of Federal laws and regulations.

6. Dated Project Boundary Map. In applying for L&WCF assistance the State will submit to the Service a signed and dated project boundary map which clearly delineates the area to be included under the conversion provisions of Section 6(f)(3) of the L&WCF Act. (see 675.9.3). For a consolidated grant, one dated project boundary map will be prepared for each project element.

A. Project Area. At a minimum, this area must be a viable public outdoor recreation area which is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project. Except in unusual cases where it can be shown that a lesser unit is clearly a self-sustaining outdoor recreation resource, this area will be the park, open space, or recreation area being developed or added to. Exceptions will be



made only in the case of larger parks where logical management units exist therein. In no case will the areas covered by Section 6(f)(3) of the Act be less than that acquired with L&WCF assistance.

**B. Requirements.** The project boundary map and/or attachments thereto will identify the following:

- (1) The title and number of the project or project element. (2) The date of map preparation.
- (3) The area(s) under lease and term remaining on the lease(s).
- (4) All known outstanding rights and interests in the area held by others. Known easements, deed/lease restrictions, reversionary interests, etc. are to be included. Those outstanding rights and interests which, in the opinion of the State, would not adversely impact the utility and viability of the recreation area if exercised and not intended to be included under the conversion provisions of Section 6(f)(3) of the Act should be specifically identified (see Sections 640.3.4 and 660.5.2C).
- (5) The project area in sufficient detail so as to be legally sufficient to identify the lands to be afforded protection under Section 6(f)(3) of the Act. The following methods of identification are acceptable:
  - Deed references.
  - Adjoining ownerships.
  - Adjoining easements of record.
  - Adjoining water bodies or other natural landmarks.
  - Metes and bounds.
  - Government survey.
  - Where one or more of the above methods are not readily suited for area identification, measurements from permanent locators may be used. A formal survey is not required, however.

**C. Review.** Prior to final approval of a project, the Service will review and accept the dated project boundary map's identification of the area to be protected by Section 6(f)(3) of the Act as well as any land or rights in land excluded from that protection.

**D. Alteration to Project Area.** Prior to the date of final billing for the project or project element, the State and the Director may mutually agree to alter the project area to provide for the most satisfactory unit intended to be administered under the provisions of Section

6(f)(3), except that acquired parcels are afforded Section 6(f)(3) protection as L&WCF reimbursement is provided.

7. **Description and Notification Form (DNF).** The Description and Notification Form (see Attachment 660.3D) will be used to provide data input for the Service's automated project information system. Also, facility codes and target dates indicated on this form by the State will provide additional detail on the project.

The State will submit a Description and Notification Form for each single project or project element.

The Description and Notification Form will serve added functions for consolidated grants. The project scope for each project element listed in the consolidated grant agreement will be set forth in the "scope narrative" section of the Description and Notification Form. In this case, the "scope narrative" section is part of the official project agreement. The funding for the project element will also be indicated on the DNF form and will become a part of the official project agreement. Also the Description and Notification Form will provide the detailed information on each project element needed to supplement the SF 424 for information and/or notification purposes.

- A. **Project Scope.** The Scope Narrative section of the Description and Notification Form will be completed for each project element of a Consolidated Grant. In addition Regional Directors or States may decide to complete this section for single projects also.

- (1) For acquisition projects the number of acres to be acquired and the type of conveyance will be specified. The size of the acquisition may be increased or decreased by 20 percent or 10 acres, whichever is greater, before an amendment is required. However, L&WCF assistance will not be provided if it is determined by the Service that a reduction in project size results in a non-viable recreation area. Increases which may have a significant impact on the environment will be coordinated with NPS in accordance with Chapter 650.2.
- (2) For development projects, the project scope will be defined by the Primary Facility Groups identified in paragraph (3) below. Facilities listed under each Primary Facility Group are included in the project scope by definition. Changes only involving facilities within a Primary Facility Group may be made without an amendment. However, changes involving facilities in different Primary Facilities Groups will require an amendment. In either case, changes which may have a significant impact on the environment will be coordinated with the Service in accordance with Chapter 650.2.

Facilities not listed in a Primary Facility Group but named in the scope narrative of the project agreement and/or DNF will be treated as individual Primary Facilities Groups for amendment purposes.

- (3) The Primary Facility Groups are identified by A,B,C...and the subgroups are identified by 1,2,3...A Primary Facility Group may also include any of the Primary Facility Groups listed in parentheses as a subgroup.

A Campgrounds (A,B,C,E,H,Q,S)

1. tent sites
2. trailer/camper sites
3. group campground
4. day camp

B Picnic areas (B,C,H,Q,S)

1. family site
2. group shelter

C Sports and playfields (B,C,H,Q)

1. general purpose playfields
2. baseball/softball
3. football/soccer
4. tot lot
5. tennis courts
6. other courts
7. rifle/pistol range
8. trap/skeet field
9. archery range
10. rodeo area
11. track facility

D. Golf course (B,D,H,Q,S)

1. regular course
2. par 3 course
3. driving range

E. Swimming facilities (B,E,H,Q,S)

1. pool (except sheltered pools)
2. wading pool
3. spray pool
4. swimming beach
5. bathhouse

F. Boating facilities (B,F,G,Q,S)

1. launch ramp
2. berths

## 3. boat lift

G. Fishing facilities (B,F,Q,G)

1. pier
2. stream improvement
3. fish access

H. Trail (B,H,Q)

1. hiking
2. horse
3. bicycle
4. motorized
5. nature
6. exercise

J. Winter sports facilities (I,Q,)

1. ski lift
2. ski slope
3. ski jump
4. sled/toboggan run
5. skating rink
6. ski trails
7. snowmobile trails
8. warming huts

## K. Sheltered pool (K, Q)

## L. Sheltered ice rink (L, Q,)

## M. Hunting (B, H, M, Q)

## N. Natural area (B, H, N, Q)

## P. Passive parks (B, N, Q, P)

Q. Support facilities (Q)

1. walkways
2. site improvement/landscaping
3. utilities
4. equipment
5. roads
6. parking
7. lighting
8. signs
9. comfort station
10. concession bldg.
11. maintenance bldg.

R. Amphitheater/Band Shell (Q, R)

S. Lake Impoundments (Q, S)

T. Visitor Information Center (T, Q,)

U. Interpretive Center (U, Q,)

B. Project Period. A project period approximating three years but not exceeding five years will be used on the agreement and DNF forms for single projects. All new consolidated grants will be limited to a three year project period. This reduces the necessity for amendments and improves program management flexibility. Planning projects are excluded from this policy.

- (1) Target dates. Because most projects should be completed in less than five years, target dates will be provided for each project and project element in order to track progress and performance. The target dates will be entered on the Description and Notification Form. For single projects these dates will agree with the work projections indicated under Part IV (Program Narrative) of the Application Form.
- (2) Time extensions. A period of one year shall be considered as the minimum time extension of a project period when amending a project.
- (3) Consolidated Project Extensions. All new consolidated projects will be limited to a three year project period. Before any time extension is granted, all elements of a consolidated project which are completed must be closed out. One year will be the maximum period for any time extension to a consolidated project or element. Approval for any time extension for a consolidated project or element has been delegated to the Chief, Division of Recreation Grants.

When a time extension is requested, the following status report must be submitted for each element (including those closed out) of the consolidated project:

- a. original obligation amount;
  - b. actual or current obligation amount;
  - c. amount expended;
  - d. percent completed;
  - e. status (i.e. closed out or active).
- (4) Beginning and Ending Dates. The beginning date of a project normally will be the date of approval. When a waiver of

retroactivity has been granted, the effective date of the waiver shall be used as the beginning date of the project period. In the case of a project element added to a consolidated grant by amendment, the beginning date will be the date the amendment is approved. The ending date for the Secretary's Contingency Reserve Fund projects will be completed by the Regional Office in accordance with Chapter 600.4.

8. **Information.** All significant data must be disclosed in the application and its supporting documents. Failure by the State to consider information which might have a significant bearing on the eligibility of a proposal might be cause for refusal, cancellation, or recovery of Federal assistance.

The project proposal, including all information required by the Service to be on file at the State level, is considered to be a public record. However, there may be some information which the project sponsor or the State wishes to keep confidential. These items should be identified specifically to the Service. The Service will consider such requests on their merits and within the limits imposed by Federal regulations and statutes on public disclosures.

Copies of proposals may be distributed by NPS to other public agencies for information or comment.

9. **Amendments.** An amendment form (see 660.3 Attachment C) is required to add to or alter the signed agreement. When the amendment is signed by the Service it becomes part of the agreement and supersedes it in the specified matters.

A. Amendments are required in the following situations:

- (1) To activate a qualified stage of a staged project (see Section 660.2.4). In this case, an amendment will be necessary each time funding is requested for the activation of another stage. The amendment will indicate the stage to which it applies and the amount of the new obligation.
- (2) To add or delete a project element of a consolidated grant.
- (3) To increase or decrease the total L&WCF assistance for a single project or consolidated grant.
  - (a) Unless a new element is added to a consolidated grant or an increase to an existing element exceeds the allowed flexibility provided in (4) below, added funds will be placed in the project's contingency fund (see 660.1.3.C.).

- (b) Decreases in L&WCF assistance will be taken from a consolidated project's contingency or individual elements as specified by the State.
  - (4) To increase the L&WCF assistance for a project element when it exceeds 50 percent of the element's original funding level, and for every increase thereafter. (see Section 670.1.4).
  - (5) To add or delete a Primary Facility Group of the project scope (see Section 660.2.7A and 670.1.4).
  - (6) To increase or decrease the acreage to be acquired by more than (6) 10 acres or 20 percent whichever is greater (see Section 660.2.7A). Any major change in the location of the project site to be acquired shall require approval by NPS.
  - (7) To extend the project period.
  - (8) To amend the project area due to a Section 6(f)(3) conversion that involves off site replacement land, replacement at a later date, or a significant number of acres to be converted (see Chapter 675.9.3C).
- B. Documentation. The following items should be submitted by the State to the Service when requesting an amendment:
- (1) An Amendment to the Project Agreement Form (see Attachment 660.3C) (3 copies, the original and one copy must be hand signed);
  - (2) Standard Form 424 (one copy);
  - (3) Letter explaining the changed conditions and how they affect the project;
  - (4) Environmental information in accord with Chapter 650.2 (required only for amendments which may have an affect on the environment);
  - (5) If an amendment to the project agreement, for both staged and non-staged projects, changes or adds to any information included in the initial application (Standard Form 424), the State shall prepare revised parts of the above form for those parts that are affected by the amendment. (see Attachment 660.3A).
  - (6) One DI-1953, Certification regarding debarment, suspension and other responsibility matters, primary covered

transactions, when the amendment involves an increase in the dollar amount.

The Service will complete the Description and Notification Form unless the Regional Office requests the State to do so.

When more than one project element of a consolidated grant is amended, only one Standard Form 424 for the consolidated grant will be required. The Service will attach a revised project element Description and Notification Form to the Standard Form 424 for notification purposes.

- C. Time Extensions. An amendment to extend the ending date of the project period cannot be made for less than one year [see also 660.2.7.B.(2)].
  - D. Unexpended Balance. Amendments are not necessary to return the unexpended balance, at the time of project completion, to the State's apportionment.
  - E. Consolidated Contingency Amount. When a consolidated project element is amended to increase the L&WCF amount, the increase will be taken from the consolidated grant contingency amount unless the State amends the consolidated grant's total L&WCF assistance to allow for the increase or indicates reductions to other elements. When a consolidated project element is deleted, the L&WCF assistance allocated to that element will be placed in the project contingency unless deobligated from the consolidated grant by amendment.
10. Withdrawal or Changes in Project Application. Prior to approval, an application may be altered or withdrawn by a letter from the State Liaison Officer to the Regional Office. The new material pertaining to a suggested change will be made a part of the application and will be evaluated in conformance with the criteria found in Chapter 660.5. A new project agreement may be required if the change is significant.

An approved project or project element can be withdrawn unilaterally by the State at any time before the first payment on the project or element is made. A project element must be withdrawn from a consolidated grant by amendment. Project elements can be added to a consolidated project only in the fiscal year in which the project is approved [see also 660.1.3.C.(3)].



APPLICATION FORMS

1. **General.** This chapter contains the forms used in applying to the Service for Land and Water Conservation Fund Assistance. These forms and related material are contained in the following attachments:
  - A. Federal Assistance Application for Construction Programs: SF 424
  - B. Land and Water Conservation Fund Project Agreement.
  - C. Land and Water Conservation Fund Amendment to the Project Agreement.
  - D. Land and Water Conservation Fund Description and Notification Form.
  - E. Documentation to be sent from Regional Office to Washington Office.
  - F. Federal Assistance Award Data System Reporting Form.

Instructions for completing each form are included in these attachments. Procedures for submission of these application forms to the Service are discussed in Chapters 660.1 and 660.2.

CHAPTER 660.3  
ATTACHMENT A

L&WCF GRANTS MANUAL

OMB Approval No. 0348-0043

| APPLICATION FOR<br>FEDERAL ASSISTANCE                                                                                                                                                                                                                                                                                                                                  |                                                                                                             | 2. DATE SUBMITTED                                                                                                                                                                                                                                                                                                        | Applicant<br>Identifier                                                                                                                                                                                                                                                                             |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. TYPE OF ASSISTANCE</b><br><i>Application</i><br><input type="checkbox"/> Construction<br><input type="checkbox"/> Non-Construction                                                                                                                                                                                                                               | <i>Preapplication</i><br><input type="checkbox"/> Construction<br><input type="checkbox"/> Non-Construction | <b>3. DATE RECEIVED BY STATE</b>                                                                                                                                                                                                                                                                                         | State Application<br>Identifier                                                                                                                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                             | <b>4. DATE RECEIVED BY FEDERAL AGENCY</b>                                                                                                                                                                                                                                                                                | Federal Identifier                                                                                                                                                                                                                                                                                  |  |
| <b>5. APPLICANT INFORMATION</b>                                                                                                                                                                                                                                                                                                                                        |                                                                                                             |                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |  |
| Legal Name:                                                                                                                                                                                                                                                                                                                                                            |                                                                                                             | Organizational Unit                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                     |  |
| Address (give city, county, state, and zip code)                                                                                                                                                                                                                                                                                                                       |                                                                                                             | Name and telephone number of the person to be contacted on matters involving this application (give area code)                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                     |  |
| <b>6. EMPLOYER IDENTIFICATION NUMBER NO. (EIN)</b><br><div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>                                                                                                                                                                                                                          |                                                                                                             | <b>7. TYPE OF APPLICANT:</b> (enter appropriate letter in box) <input type="checkbox"/>                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                     |  |
| <b>8. Type of application:</b><br><input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision<br><br>If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/><br><br>A. Increase Award    B. Decrease Award    C. Increase Duration<br>D. Decrease Duration    Other (specify): |                                                                                                             | A. State<br>B. County<br>C. Municipal<br>D. Township<br>E. Interstate<br>F. Intermunicipal<br>G. Special District<br><br>H. Independent School Dist.<br>I. State Controlled Institution of Higher Learning<br>J. Private University<br>K. Indian Tribe<br>L. Individual<br>M. Profit Organization<br>N. Other (specify): |                                                                                                                                                                                                                                                                                                     |  |
| <b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b>                                                                                                                                                                                                                                                                                                              |                                                                                                             | <b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                     |  |
| <b>12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):</b>                                                                                                                                                                                                                                                                                                 |                                                                                                             |                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |  |
| <b>13. PROPOSED PROJECT:</b><br>Start Date    Ending Date                                                                                                                                                                                                                                                                                                              |                                                                                                             | <b>14. CONGRESSIONAL DISTRICTS OF:</b><br>a. Applicant    b. Project                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                     |  |
| <b>15. ESTIMATED FUNDING</b>                                                                                                                                                                                                                                                                                                                                           |                                                                                                             | <b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                     |  |
| a. Federal                                                                                                                                                                                                                                                                                                                                                             | \$                                                                                                          | .00                                                                                                                                                                                                                                                                                                                      | a. YES, THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:<br>DATE _____<br><br>b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372<br><br><input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW |  |
| b. Applicant                                                                                                                                                                                                                                                                                                                                                           | \$                                                                                                          | .00                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                     |  |
| c. State                                                                                                                                                                                                                                                                                                                                                               | \$                                                                                                          | .00                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                     |  |
| d. Local                                                                                                                                                                                                                                                                                                                                                               | \$                                                                                                          | .00                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                     |  |
| e. Other                                                                                                                                                                                                                                                                                                                                                               | \$                                                                                                          | .00                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                     |  |
| f. Program Income                                                                                                                                                                                                                                                                                                                                                      | \$                                                                                                          | .00                                                                                                                                                                                                                                                                                                                      | <b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b><br><br><input type="checkbox"/> Yes    If "Yes," attach an explanation <input type="checkbox"/> No                                                                                                                                      |  |
| g. TOTAL                                                                                                                                                                                                                                                                                                                                                               | \$                                                                                                          | .00                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                     |  |
| <b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED</b>                                                                              |                                                                                                             |                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |  |
| a. Typed Name of Authorized Representative                                                                                                                                                                                                                                                                                                                             |                                                                                                             | b. Title                                                                                                                                                                                                                                                                                                                 | c. Telephone number                                                                                                                                                                                                                                                                                 |  |
| d. Signature of Authorized Representative                                                                                                                                                                                                                                                                                                                              |                                                                                                             | e. Date Signed                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                     |  |

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CHAPTER 660.3  
ATTACHMENT A

L&WCF GRANTS MANUAL

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

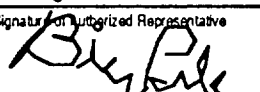
- | Item: | Entry:                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Self-explanatory.                                                                                                                                                                                                                                                                                                                                                                                          | 15.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2.    | Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).                                                                                                                                                                                                                                                                                        | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 3.    | State use only (if applicable).                                                                                                                                                                                                                                                                                                                                                                            | 16.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.    | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.                                                                                                                                                                                                                                                                | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.                                                                                                                                                                                                                                                                                                                                                  |
| 5.    | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.                                                                                                                                                               | 17.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6.    | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.                                                                                                                                                                                                                                                                                                                    | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.                                                                                                                                                                                                                                                                                                                                                          |
| 7.    | Enter the appropriate letter in the space provided.                                                                                                                                                                                                                                                                                                                                                        | 18.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 8.    | Check appropriate box and enter appropriate letter(s) in the space(s) provided:<br><br>--"New" means a new assistance award.<br><br>--"Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.<br><br>--"Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)                                                                                                                                                                                                                          |
| 9.    | Name of Federal Agency from which assistance is being requested with this application.                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 10.   | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested                                                                                                                                                                                                                                                                                         | SF 424 (REV 4-88) Back                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 11.   | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Item: | Entry:                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 12.   | List only the largest political entities affected (e.g., State, counties, cities).                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 13.   | Self-explanatory.                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 14.   | List the applicant's Congressional District and any District(s) affected by the program or project.                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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CHAPTER 660.3  
ATTACHMENT A

L&WCF GRANTS MANUAL

OMB Approval No. 0348-0043

| APPLICATION FOR<br>FEDERAL ASSISTANCE                                                                                                                                                                                                                                                                                             |                         | 2. DATE SUBMITTED 88/12/01                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                      | Applicant Identifier LAWCON 200              |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--|
| 1. TYPE OF ASSISTANCE Application<br><input checked="" type="checkbox"/> Construction <input type="checkbox"/> Preapplication Construction<br><input type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction                                                                                                 |                         | 3. DATE RECEIVED BY STATE                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                      | State Application Identifier OR 860528-062-2 |  |
|                                                                                                                                                                                                                                                                                                                                   |                         | 4. DATE RECEIVED BY FEDERAL AGENCY                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                      | Federal Identifier 4100200.1                 |  |
| 5. APPLICANT INFORMATION                                                                                                                                                                                                                                                                                                          |                         |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                      |                                              |  |
| Legal Name: Oregon                                                                                                                                                                                                                                                                                                                |                         |                                                                                                                                                                                                                                                                                    | Organizational Unit State Parks Department                                                                                                                                                                                                                                                                           |                                              |  |
| Address (give city, county, state, and zip code)<br>525 Trade St., S.E.<br>Salem (1810), OR (41) 97310<br>Marion Co. (047)                                                                                                                                                                                                        |                         |                                                                                                                                                                                                                                                                                    | Name and telephone number of the person to be contacted on matters involving this application (give area code)<br>Mr. Ted Green<br>(503) 378-0000                                                                                                                                                                    |                                              |  |
| 6. EMPLOYER IDENTIFICATION NUMBER NO. (EIN)<br>00-00000000                                                                                                                                                                                                                                                                        |                         |                                                                                                                                                                                                                                                                                    | 7. TYPE OF APPLICANT: (enter appropriate letter in box) <b>A</b>                                                                                                                                                                                                                                                     |                                              |  |
| 8. Type of application:<br><input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision<br>8 Revision, enter appropriate letter(s) in box(es): <b>A</b> <b>C</b><br>A. Increase Award    B. Decrease Award    C. Increase Duration<br>D. Decrease Duration    Other (specify): |                         |                                                                                                                                                                                                                                                                                    | A. State    H. Independent School Dist.<br>B. County    I. State Controlled Institution of Higher Learning<br>C. Municipal    J. Private University<br>D. Township    K. Indian Tribe<br>E. Interstate    L. Individual<br>F. Intermunicipal    M. Profit Organization<br>G. Special District    N. Other (specify): |                                              |  |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 1 5 9 1 6                                                                                                                                                                                                                                                                      |                         |                                                                                                                                                                                                                                                                                    | 8. NAME OF FEDERAL AGENCY: Department of the Interior<br>(1443) National Park Service, Pacific Northwest Region                                                                                                                                                                                                      |                                              |  |
| 12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):<br>Oregon 41*****                                                                                                                                                                                                                                                 |                         |                                                                                                                                                                                                                                                                                    | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:<br>State Parks 86-88 Rehab. Rehabilitation of 17 existing State Parks. Amendment to increase costs and extend expiration.                                                                                                                                              |                                              |  |
| 13. PROPOSED PROJECT:                                                                                                                                                                                                                                                                                                             |                         | 14. CONGRESSIONAL DISTRICTS OF:                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                      |                                              |  |
| Start Date<br>86/03/20                                                                                                                                                                                                                                                                                                            | Ending Date<br>90/12/30 | a. Applicant<br>05                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                      | b. Project<br>See Attached                   |  |
| 15. ESTIMATED FUNDING                                                                                                                                                                                                                                                                                                             |                         | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                      |                                              |  |
| a. Federal                                                                                                                                                                                                                                                                                                                        | \$ 20,000 .00           | a. YES, THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:<br>DATE 85/06/01                                                                                                                                              |                                                                                                                                                                                                                                                                                                                      |                                              |  |
| b. Applicant                                                                                                                                                                                                                                                                                                                      | \$ 20,000 .00           | b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                      |                                              |  |
| c. State                                                                                                                                                                                                                                                                                                                          | \$ .00                  | <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                      |                                              |  |
| d. Local                                                                                                                                                                                                                                                                                                                          | \$ 10,000 .00           | 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                      |                                              |  |
| e. Other                                                                                                                                                                                                                                                                                                                          | \$ .00                  | <input type="checkbox"/> Yes    If "Yes," attach an explanation <input checked="" type="checkbox"/> No                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                      |                                              |  |
| f. Program Income                                                                                                                                                                                                                                                                                                                 | \$ .00                  | 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED |                                                                                                                                                                                                                                                                                                                      |                                              |  |
| g. TOTAL                                                                                                                                                                                                                                                                                                                          | \$ 50,000 .00           |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                      |                                              |  |
| a. Typed Name of Authorized Representative<br>Mr. Big Park                                                                                                                                                                                                                                                                        |                         | b. Title<br>SLO                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                      | c. Telephone number<br>(503) 378-0000        |  |
| d. Signature of Authorized Representative<br>                                                                                                                                                                                                  |                         |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                      | e. Date Signed<br>12/1/88                    |  |

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SF 424 Additional Information

11. State Parks 86-88 Rehab.

Rehabilitation of 17 existing State Parks in 3 counties. This is an amendment to extend the date of the original project one year, and to increase the Federal share by \$20,000. The three counties are also contributing a local combined share of \$10,000 for this amendment.

Congressional districts of project:

14b.       05  
             03  
             02  
             10  
             07

OMB Approved No. 0348-0041

**BUDGET INFORMATION — Construction Programs**

Note: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case you will be notified.

| COST CLASSIFICATION                                                                                                                                                                                            | a. Total Cost | b. Costs Not Allowable<br>for Participation | c. Total Allowable Costs<br>(Column a-b) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------|------------------------------------------|
| 1. Administrative and legal expenses                                                                                                                                                                           | \$ .00        | \$ .00                                      | \$ .00                                   |
| 2. Land, structures, rights-of-way, appraisals, etc.                                                                                                                                                           | \$ .00        | \$ .00                                      | \$ .00                                   |
| 3. Relocation expenses and payments                                                                                                                                                                            | \$ .00        | \$ .00                                      | \$ .00                                   |
| 4. Architectural and engineering fees                                                                                                                                                                          | \$ .00        | \$ .00                                      | \$ .00                                   |
| 5. Other architectural and engineering fees                                                                                                                                                                    | \$ .00        | \$ .00                                      | \$ .00                                   |
| 6. Project inspection fees                                                                                                                                                                                     | \$ .00        | \$ .00                                      | \$ .00                                   |
| 7. Site Work                                                                                                                                                                                                   | \$ .00        | \$ .00                                      | \$ .00                                   |
| 8. Demolition and removal                                                                                                                                                                                      | \$ .00        | \$ .00                                      | \$ .00                                   |
| 9. Construction                                                                                                                                                                                                | \$ .00        | \$ .00                                      | \$ .00                                   |
| 10. Equipment                                                                                                                                                                                                  | \$ .00        | \$ .00                                      | \$ .00                                   |
| 11. Miscellaneous                                                                                                                                                                                              | \$ .00        | \$ .00                                      | \$ .00                                   |
| 12. SUBTOTAL (lines 1-11)                                                                                                                                                                                      | \$ .00        | \$ .00                                      | \$ .00                                   |
| 13. Contingencies                                                                                                                                                                                              | \$ .00        | \$ .00                                      | \$ .00                                   |
| 14. SUBTOTAL                                                                                                                                                                                                   | \$ .00        | \$ .00                                      | \$ .00                                   |
| 15. Project (program) income                                                                                                                                                                                   | \$ .00        | \$ .00                                      | \$ .00                                   |
| 16. TOTAL PROJECT COSTS (subtract #15 from #14)                                                                                                                                                                | \$ .00        | \$ .00                                      | \$ .00                                   |
| <b>FEDERAL FUNDING</b>                                                                                                                                                                                         |               |                                             |                                          |
| 17. Federal assistance requested, calculate as follows: Enter eligible costs from line 16c. Multiply X _____ %<br>(Consult Federal agency for Federal Percentage share).<br>Enter the resulting Federal share. |               |                                             | \$ .00                                   |

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CHAPTER 660.3  
ATTACHMENT A

L&WCF GRANTS MANUAL

INSTRUCTIONS FOR THE SF-424XC

This sheet is to be used for the following types of applications: (1) "New" (means a new [previously unfunded] assistance award); "Continuation" (means funding in a succeeding budget period which stemmed from a prior agreement to fund); and (3) "Revised" (means any changes in the Federal government's financial obligations or contingent liability from an existing obligation). If there is no change in the award amount there is no need to complete this form. Certain Federal agencies may require only an explanatory letter to effect minor (no cost) changes. If you have questions please contact the Federal agency.

*Column a.* -- If this is an application for a "New" project, enter the total estimated cost of each of the items listed on lines 1 through 16 (as applicable) under "COST CLASSIFICATIONS."

If this application entails a change to an existing award, enter the eligible amounts *approved under the previous award* for the items under "COST CLASSIFICATION."

*Column b.* -- If this is an application for a "New" project, enter that portion of the cost of each item in Column a. which is *not* allowable for Federal assistance. Contact the Federal agency for assistance in determining the allowability of specific costs.

If this application entails a change to an existing award, enter the adjustment [+ or -] to the previously approved costs (from column a.) reflected in this application.

*Column c.* -- This is the net of lines 1 through 16 in columns "a." and "b."

-----  
*Line 1* -- Enter estimated amounts needed to cover administrative expenses. Do not include costs which are related to the normal functions of government. Allowable legal costs are generally only those associated with the purchase of land which is allowable for Federal participation and certain services in support of construction of the project.

*Line 2* -- Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).

*Line 3* -- Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.

*Line 9* -- Enter estimated cost of the construction contract.

*Line 10* -- Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.

*Line 11* -- Enter estimated miscellaneous costs.

*Line 12* -- Total of items 1 through 11.

*Line 13* -- Enter estimated contingency costs. (Consult the Federal agency for the percentage of the estimated construction cost to use.)

*Line 14* -- enter the total of lines 12 and 13.

*Line 15* -- Enter estimated program income to be earned during the grant period, e.g., salvaged materials, etc.

*Line 16* -- Subtract line 15 from line 14.

*Line 17* -- This block is for the computation of the Federal share. Multiply the total allowable project costs from line 16, column "c." by the Federal percentage share (this may be up to 100 percent; consult Federal agency for Federal percentage share) and enter the product on line 17.

SF 424C (4-88) Back

*Line 4* -- Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).

*Line 5* -- enter estimated engineering costs, such as surveys, tests, soil borings, etc.

*Line 6* -- Enter estimated engineering inspection costs.

*Line 7* -- Enter estimated costs of site preparation and restoration which are not included in the basic construction contract.

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## ASSURANCES – NON-CONSTRUCTION PROGRAMS

**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <ol style="list-style-type: none"> <li>1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.</li> <li>2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.</li> <li>3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.</li> <li>4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.</li> <li>5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).</li> <li>6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1683-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 etb seq.), as amended, relating to nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.</li> </ol> | <ol style="list-style-type: none"> <li>7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for the fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in the purchases.</li> <li>8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.</li> <li>9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §§ 874) , and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.</li> </ol> |
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CHAPTER 660.3  
ATTACHMENT A

L&WCF GRANTS MANUAL

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102a of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of the environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42d U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

|                                             |  |                |
|---------------------------------------------|--|----------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL |  | TITLE          |
| APPLICANT ORGANIZATION                      |  | DATE SUBMITTED |

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## ASSURANCES - CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency of State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to the use of personnel.
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for the fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in the purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42d U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a-276a-7), the Copeland Act (40 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
14. Will comply, if applicable, with flood insurance purchase requirements of Section 102a of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase

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flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of the environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the
16. Endangered Species Act of 1973, as amended, (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single audit Act of 1984.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

|                                             |       |                |
|---------------------------------------------|-------|----------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE |                |
| APPLICANT ORGANIZATION                      |       | DATE SUBMITTED |

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UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE  
Land and Water Conservation Fund Project Agreement  
(OMB No. 10 24-0033, 09/80/84)

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State \_\_\_\_\_ Project Number \_\_\_\_\_

Project Title \_\_\_\_\_

Project Period \_\_\_\_\_ Project Stage \_\_\_\_\_  
Covered by this Agreement \_\_\_\_\_

Project Scope (Description of Project)

|                                   |          |                                                               |
|-----------------------------------|----------|---------------------------------------------------------------|
| Project Cost                      |          | The following are hereby incorporated<br>into this agreement: |
| Total Cost                        | \$ _____ | 1. General Provisions (LWCF Manual)                           |
| Fund Support not<br>to exceed 50% |          |                                                               |
| Fund Amount                       | \$ _____ | 2. Project Application and Attachments                        |
| Cost of this<br>Stage             | \$ _____ | 3. _____                                                      |
| Assistance this<br>Stage          | \$ _____ | 4. _____                                                      |

C01263

The United States of America, represented by the Director, National Park Service, United States Department of the Interior, and the State named above (hereinafter referred to as the State), mutually agree to perform this agreement in accordance with the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964), the provisions and conditions of the Land and Water Conservation Fund Grants Manual, and with the terms, promises,

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CHAPTER 660.3  
ATTACHMENT B

L&WCF GRANTS MANUAL

the Land and Water Conservation Fund Grants Manual, and with the terms, promises, proposals, maps, and assurances attached hereto or retained by the State and hereby made a part hereof.

The United States hereby promises, in consideration of the promises made by the State herein, to obligate to the State the amount of money referred to above, and to tender to the State that portion of the obligation which is required to pay the United State's share of the costs of the above project stage, based upon the above percentage of assistance. The State hereby promises, in consideration of the promises made by the United States herein, to execute the project described above in accordance with the terms of this agreement

The following special project terms and conditions were added to this agreement before it was signed by the parties hereto:

In witness whereof, the parties hereto have executed this agreement as of the date entered below.

The United States of America

State

By: \_\_\_\_\_  
(signature)

By: \_\_\_\_\_  
(signature)

National Park Service  
United States Department of the Interior

(Name)  
(Title)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

NPS 10-902  
(7-81)

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**LAND AND WATER CONSERVATION FUND PROJECT AGREEMENT****General Provisions****Part I - Definitions**

- A. The term "NPS" as used herein means the National Park Service, United States Department of the Interior.
- B. The term "Director" as used herein means the Director of the National Park Service, or any representative lawfully delegated the authority to act for such Director.
- C. The term "Manual" as used herein means the Land and Water Conservation Fund Manual.
- D. The term "project" as used herein means a single project, a consolidated grant, a project element of a consolidated grant, or project stage which is subject to the project agreement.
- E. The term "State" as used herein means the State or Territory which is a party to the project agreement, and, where applicable, the political subdivision or public agency to which funds are to be transferred pursuant to this agreement. Wherever a term, condition, obligation, or requirement refers to the State, such term, condition, obligation, or requirement shall also apply to the recipient political subdivision or public agency, except where it is clear from the nature of the term, condition, obligation, or requirement that it is to apply solely to the State.
- F. The term "Secretary" as used herein means the Secretary of the Interior, or any representative lawfully delegated the authority to act for such Secretary.

**Part II - Continuing Assurances**

The parties to the project agreement specifically recognize that the Land and Water Conservation Fund assistance project creates an obligation to maintain the property described in the project agreement consistent with the Land and Water Conservation Fund Act and the following requirements.

Further, it is the acknowledged intent of the parties hereto that recipients of assistance will use moneys granted hereunder for the purposes of this program, and that assistance granted from the Fund will result in a net increase, commensurate at least with the Federal cost-share, in a participant's outdoor recreation. It is intended by both parties hereto that assistance from the Fund will be added to, rather than replace or be substituted for, State and local outdoor recreation funds.

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- A. The State agrees, as recipient of this assistance, that it will meet the following specific requirements and that it will further impose these requirements, and the terms of the project agreement, upon any political subdivision or public agency to which funds are transferred pursuant to the project agreement. The State also agrees that it shall be responsible for compliance with the terms of the project agreement by such a political subdivision or public agency and that failure by such political subdivision or public agency to so comply shall be deemed a failure by the State to comply with the terms of this agreement.
- B. The State agrees that the property described in the project agreement and the dated project boundary map made part of that agreement is being acquired or developed with Land and Water Conservation Fund assistance, or is integral to such acquisition or development, and that, without the approval of the Secretary, it shall not be converted to other than public outdoor recreation use but shall be maintained in public outdoor recreation in perpetuity or for the term of the lease in the case of leased property. The Secretary shall approve such conversion only if it is found to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions deemed necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location. This replacement land becomes subject to Section 6(f)(3) protection. The approval of conversion shall be at the sole discretion of the Secretary, or his designee. Prior to the completion of this project, the State and the Director may mutually alter the area described in the project agreement and the signed and dated project boundary map (see Section 660.2.6.b) to provide the most satisfactory public outdoor recreation unit, except that acquired parcels are afforded Section 6(f)(3) protection as Fund reimbursement is provided.

In the event the NPS provides Land and Water Conservation Fund assistance for the acquisition and/or development of property subject to reversionary interests with full knowledge of those reversionary interests, conversion of said property to other than public outdoor recreation uses as a result of such reversionary interest being exercised is approved. In receipt of this approval, the State agrees to notify the Service of the conversion as soon as possible and to seek approval of replacement property in accord with the conditions set forth in these provisions. The State further agrees to effectuate such replacement within a reasonable period of time, acceptable to the Service, after the conversion of property takes place. The provisions of this paragraph are also applicable to: leased properties acquired and/or developed with Fund assistance where such lease is terminated prior to its full term due to the existence of provisions in such lease known and agreed to by the Service; and properties subject to other outstanding rights and interests

that may result in a conversion when known and agreed to by the Service.

- C. The State agrees that the benefit to be derived by the United States from the full compliance by the State with the terms of this agreement is the preservation, protection, and the net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and of the United States, and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the United States by way of assistance under the terms of this agreement. The State agrees that payment by the State to the United States of an amount equal to the amount of assistance extended under this agreement by the United States would be inadequate compensation to the United States for any breach by the State of this agreement. The State further agrees, therefore, that the appropriate remedy in the event of a breach by the State of this agreement shall be the specific performance of this agreement.
- D. The State agrees to comply with the policies and procedures set forth in the Land and Water Conservation Fund Manual. Provisions of said Manual are incorporated into and made a part of the project agreement.
- E. The State agrees that the property and facilities described in the project agreement shall be operated and maintained as prescribed by Manual requirements.
- F. The State agrees that a permanent record shall be kept in the participant's public property records and available for public inspection to the effect that the property described in the scope of the project agreement, and the signed and dated project boundary map made part of that agreement, has been acquired or developed with Land and Water Conservation Fund assistance and that it cannot be converted to other than public outdoor recreation use without the written approval of the Secretary of the Interior.
- G. Nondiscrimination
  - 1. The State shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Department of Interior Regulation (43 CFR 17) issued pursuant to that Title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, religion, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of any property or facility acquired or developed pursuant to the project agreement. The State shall immediately take any measures necessary to effectuate this

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provision. This assurance shall be binding on the State or any political subdivision or other appropriate public agency to which Fund assistance or property acquired or developed with Fund assistance has been transferred for public recreation purposes.

2. The State shall comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
3. The State shall comply with the regulations and guidelines promulgated pursuant to the Civil Rights Act of 1964 by the Secretary of the Interior and the National Park Service.
4. The provisions of the first three paragraphs apply to any part of the recreation system within which the assisted facility or property exists.
5. The State shall not discriminate against any person on the basis of residence, except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence as set forth in the Manual.

### Part III - Project Assurances

#### A. Applicable Federal Circulars

The State shall comply with applicable regulations, policies, guidelines and requirements including 43 CFR Part 12.41 - 12.92 ( Administrative Requirements and Cost Principles for Assistance Programs), A-87 (Cost Principles for State and Local Governments), and A-128 (Audits of State and Local Government) as they relate to the application, acceptance and use of Federal funds for this federally assisted project.

#### B. Project Application

1. The Application for Federal Assistance bearing the same project number as the agreement and associated documents is by this reference made a part of the agreement.
2. The State possesses legal authority to apply for the grant, and to finance and construct the proposed facilities. A resolution, motion or similar action has been duly adopted or passed authorizing the filing of the application, including all understandings and

assurances contained herein, and directing and authorizing the person identified as the official representative of the State to act in connection with the application and to provide such additional information as may be required.

3. The State has the ability and intention to finance the non-Federal share of the costs for the project. Sufficient funds will be available to assure effective operation and maintenance of the facilities acquired or developed by the project.

C. Project Execution

1. The project period shall begin with the date of approval of the project agreement or the effective date of a waiver of retroactivity and shall terminate at the end of the stated or amended project period unless the project is completed or terminated sooner in which event the project shall end on the date of completion or termination. For project elements added to a consolidated grant, the project period will begin on the date the project element is approved.
2. The State shall transfer to the project sponsor identified in the Application for Federal Assistance or the Description and Notification Form all funds granted hereunder except those reimbursed to the State to cover administrative expenses.
3. The State will cause work on the project to be commenced within a reasonable time after receipt of notification that funds have been approved and assure that the project will be prosecuted to completion with reasonable diligence.
4. The State will require the facility to be designed to comply with the Architectural Barriers Act of 1968 (Public Law 90-480), and DOI Section 504 Regulations (43 CFR Part 17). The State will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
5. The State shall secure completion of the work in accordance with approved construction plans and specifications, and shall secure compliance with all applicable Federal, State, and local laws and regulations.
6. In the event the project covered by the project agreement, including future stages of the project, cannot be completed in accordance with the plans and specifications for the project; the State shall bring the project to a point of recreational usefulness agreed upon by the State and the Director or his designee.

7. The State will provide for and maintain competent and adequate architectural/engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the NPS may require.
8. The State will comply with the terms of Title II and Title III, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), 94 Stat. 1894 (1970), and the applicable regulations and procedures implementing such Act for all real property acquisitions and where applicable shall assure that the Act has been complied with for property to be developed with assistance under the project agreement.
9. The State will comply with the provisions of: Executive Order 11988, relating to evaluation of flood hazards; Executive Order 11288, relating to the prevention, control, and abatement of water pollution, and Executive Order 11990 relating to the protection of wetlands.
10. The State will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires the purchase of flood insurance in communities where such insurance is available, as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes, for use in any area that has been identified as an area having special flood hazards by the Flood Insurance Administration of the Federal Emergency Management Agency. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
11. The State will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities, pursuant to 40 CFR, Part 15.20 and that it will notify the NPS of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be utilized in the project is under consideration for listing by the EPA. The State agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970. The State further agrees to insert this clause into any contract or subcontract in excess of \$100,000.

12. The State will assist the NPS in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to effects (see CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
13. The State will comply with Executive Order 12432, "Minority Business Enterprise Development as followss"
  1. Place minority budiness firms on bidder's mailing lists.
  2. Solicit these firms whenever they are potential sources of supplies, equipment, construction, or services.
  3. Where feasible, divide total requirements into smaller needs, and set delivery schedules what will encourage participation by these firms.
  4. For any project involving \$500,000 or more in grant assistance (except for projects involving acquisition only) the State or recipient shall submit, prior to the commencement of construction and every fiscal year quarter thereafter until project completion, reports documenting the efforts to hire minority business firms. These reports, SF 334, will be submitted one month following the end of each fiscal quarter (i.e., January 31, April 30, July 31, and October 31) to the appropriate National Park Service Regional Office.
  5. The Department of the Interior is committed to the objectives of this policy and encourages all recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness.

The National Park Service Regional Offices will work closely with the States to ensure full compliance and that grant recipients take affirmative action in placing a fair share of purchases with minority business firms.

D. Construction Contracted for by the State Shall Meet the Following Requirements:

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1. Contracts for construction shall comply with the provisions of 43 CFR part 12.41 - 12.92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. No grant or contract may be awarded by any grantee, subgrantee or contractor of any grantee or subgrantee to any party which has been debarred or suspended under Executive Order 12549.

E. Retention and Custodial Requirements for Records

1. Financial records, supporting documents, statistical records, and all other records pertinent to this grant shall be retained in accordance with 43 CFR part 12.41-12.92 for a period of three years; except the records shall be retained beyond the three-year period if audit findings have not been resolved.
2. The retention period starts from the date of the final expenditure report for the project or the consolidated project element.
3. State and local governments are authorized to substitute microfilm copies in lieu of original records.
4. The Secretary of the Interior and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the State and local governments and their subgrantees which are pertinent to a specific project for the purpose of making audit, examination, excerpts and transcripts.

F. Project Termination

1. The Director may temporarily suspend Federal assistance under the project pending corrective action by the State or pending a decision to terminate the grant by the Service.
2. The State may unilaterally terminate the project or consolidated project element at any time prior to the first payment on the project or consolidated project element. After the initial payment, the project may be terminated, modified, or amended by the State only by mutual agreement.
3. The Director may terminate the project in whole, or in part, at any time before the date of completion, whenever it is determined that the grantee has failed to comply with the conditions of the grant. The Director will promptly notify the State in writing of the

determination and the reasons for the termination, together with the effective date. Payments made to States or recoveries by the Service under projects terminated for cause shall be in accord with the legal rights and liabilities of the parties.

4. The Director or State may terminate grants in whole, or in part at any time before the date of completion, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The NPS may allow full credit to the State for the Federal share of the noncancelable obligations, properly incurred by the grantee prior to termination.
5. Termination either for cause or for convenience requires that the project in question be brought to a state of recreational usefulness agreed upon by the State and the Director or that all funds provided by the National Park Service be returned.

G. Lobbying with Appropriated Funds

The State must certify that no Federally appropriated funds have been paid or will be paid, by or on behalf of the State, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding, extension, continuation, renewal, amendment, or modification of this grant. In compliance with Section 1352, title 31, U.S. Code, the State, for each grant, certifies, as follows:

**CERTIFICATION REGARDING LOBBYING**

*The undersigned certifies, to the best of his or her knowledge and belief, that:*

*(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.*

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Manual Release 151

Replaces all preceding manual releases

(2) *If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.*

(3) *The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.*

*This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.*

The above certification must be included with every L&WCF grant application. This requirement may be fulfilled by the completion and signing of Department of the Interior Form DI-1963, available from the National Park Service Regional Office.

#### H. Provision of a Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988 (43 CFR Part 12, Subpart D), the State, for each grant, certifies, as follows:

*The grantee certifies that it will or continue to provide a drug-free workplace by:*

*(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;*

*(b) Establishing an ongoing drug-free awareness program to inform employees about:*

- (1) The dangers of drug abuse in the workplace;*
- (2) The grantee's policy of maintaining a drug-free workplace;*
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and*
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;*

(c) Making it a requirement that each employee to be engaged in the performance of a grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted;

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The above certification, along with a specification of the site(s) for the performance of work to be done in connection with the specific grant, must be included with every L&WCF grant application. This requirement may be fulfilled by the completion and signing of Department of the Interior Form DI-1955, available from the National Park Service Regional Office.



UNITED STATES  
DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

STATE \_\_\_\_\_

Project Amendment No. \_\_\_\_\_

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AMENDMENT TO PROJECT AGREEMENT  
(OMB No. 1024-0033, 09/30/84)

THIS AMENDMENT To Project Agreement No. \_\_\_\_\_ is hereby made and agreed upon by the United States of America, acting through the Director of the National Park Service and by the State of \_\_\_\_\_ pursuant to the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964).

The State and the United States, in mutual consideration of the promises made herein and in the agreement of which this is an amendment, do promise as follows:

That the above mentioned agreement is amended by adding the following:

In all other respects the agreement of which this is an amendment, and the plans and specifications relevant thereto, shall remain in full force and effect. In witness whereof the parties hereto have executed this amendment as of the date entered below.

THE UNITED STATES OF AMERICA

STATE

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Title)

By \_\_\_\_\_  
(Signature)

National Park Service  
United States Department of  
the Interior

\_\_\_\_\_  
(Name)

Date \_\_\_\_\_

\_\_\_\_\_  
(Title)

NPS 10-902a  
(7-81)

Attachment 660.3D

DESCRIPTION AND NOTIFICATION FORM  
INSTRUCTIONS

New, Amend, Corr - Circle one which indicates action being taken. Correction refers to a data change not associated with an amendment.

1. **State/Project** - Enter the appropriate State and project number. Enter the appropriate two digit number for the State and a five digit number for the project number. Annex zeros to the left of the project number such as 00005.

Element - The elements of a consolidated grant will be identified with a capital letter. Enter appropriate capital letter beginning with "A" (Do not use the letter "O"). If there are more than 25 projects continue numbering with A1, B1, etc. Leave element box blank on the consolidated grant cover sheet. Single projects will be identified with three capital letters in the element box, such as "XXX."

2. **Project Name** - Enter the project name (up to 36 characters). This will be completed for single projects and for consolidated grants on the consolidated grant cover sheet.
3. **Received** - Enter the date on which the project is received in the Regional Office. This will be completed for single projects and for consolidated grants on the consolidated grant cover sheet. Leave blank for consolidated project element.
4. **Approved** - Enter the date on which the project is approved. This will be completed for single projects and for consolidated grants on the consolidated grant cover sheet. Leave blank for consolidated project elements.
5. **Expiration** - Enter the expiration date from the project agreement. This will be completed for single projects and for consolidated grants on the consolidated grant cover sheet. Leave blank for consolidated project elements.
6. **Targets** - The State will enter the planned stop date for completion of work on single projects and consolidated project elements. The NPS Regional Office will enter the date (start) the single project or consolidated project was approved as the start date. In the event that a waiver of retroactivity is granted for a single project, the State will enter the waiver date as the start date.
7. **Type** - Circle the appropriate code(s) in the project type code list (acquisition, new development, renovation development, combination,

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Manual Release 151

Replaces all preceding manual releases

planning). The combination project identification should only be circled when both acquisition and development are to be part of the funded project.

8. **Element Name** - For consolidated project elements only enter the element name (up to 36 characters). Leave blank for single projects.
9. **Sponsor** - Circle one appropriate code in the sponsor code list (local, State, county).
10. **Sponsor Name** - Enter the project sponsor name (up to 36 characters) for single projects and consolidated project elements.

**Address** - Enter the address only for consolidated project elements.

- 11, 12, 13. **Source of Other** - Indicate with an "X" the non-L&WCF share of project cost. Community Development and Revenue Sharing funds will be considered "Federal" for data entry purposes as will supplemental funds provided by Regional Commissions. Note that the application of an indirect cost rate requires a State contribution and must be so identified.

**CONSOLIDATED PROJECT ELEMENT INFORMATION** - Unnumbered entries on the Description and Notification Form relate only to Consolidated Project Elements. The information will set forth the legally binding scope of work for individual elements and will supplement the SF 424 on an element specific basis. The following guidelines will be followed:

- **Scope Narrative** - Specify the scope of work to be undertaken through that element. For development projects, redevelopment projects, and combination projects, the Primary Facility Codes and subcodes shall be referenced (see 660.2.7A)
- **Financial Data Estimates** - Specify the total estimated costs for the element including applicable indirect administrative costs. Project "contingencies" (660.1.3C) are not to be apportioned to element costs. Also enter the appropriate amount of Fund assistance being requested for that element.
- **Clearinghouse Data** - Enter the State clearinghouse control number if one has been assigned to the proposal. Also specify other A-95 clearinghouse agencies as appropriate. Place an "X" in the corresponding space under Response if the clearinghouse has provided comments on the proposal.

- Note - Although the unnumbered entries on the DNF do not relate to single projects, the States or NPS regional offices may take the option to enter information in the unnumbered spaces which maybe useful for reference.
14. **County and City** - Enter the appropriate code from the GSA's Worldwide Geographical Location Codes consisting of the three-digit county code and four-digit city code. For projects not within a county/city and for projects without a GSA Worldwide Geographical Location code enter the three-digit code 000/four-digit code 0000. The code 000/0000 (county/city) will also be used for projects which span two or more counties and cities. Planning projects will be coded XXX/XXXX (county/city).
  15. **Census Tract** - A four-digit Census Tract figure will be entered before a decimal point. If there is a Census Tract split or subdivision, a two-digit code will be entered after the decimal point. Census Tract information is only available for SMSA's and some adjacent towns and counties (leave blank if no entry). The code 0000 will be used for two or more Census Tract and a code 00 will be used for two or more Census Tract splits or subdivisions. Planning projects will be coded XXXX.
  16. **Congressional District** - Enter the appropriate two-digit congressional district code. The code 00 will be used for projects in two or more Congressional districts. Planning projects will be coded XX. Projects located in States with an "at large" Congressman and projects located in an area with no Congressman will be coded 01.
  17. **Acreage Acquired** - Enter to the nearest tenth of an acre the total number of acres being purchased and/or donated under the single project or consolidated project element.
  18. **Donated acres** - Indicate to the nearest tenth of an acre that acreage being donated under the single project or consolidated project element. Where a partial donation (i.e. bargain sale, undivided interest) is involved enter the prorated acreage attributable to the donation.
  19. **Acquisition Assistance** - For single project and consolidated project elements, enter the Fund assistance provided to cover actual cash outlays for real property purchased, including project administration and relocation costs. For combination project types, administration costs will be prorated between development and acquisition.

For data Entries: If the total acres acquired and the donated acres acquired are equal, acquisition assistance is not to be entered. If the total acres acquired is larger than the donated acres acquired, acquisition assistance is to be entered.

20. **Special Indices** - These indices reflect special/unusual features of a proposal. Circle the appropriate code(s) in the code list. Up to four indices may be selected as appropriate.
21. **Facility Codes** - Circle as many numerical facility codes (primary codes plus subcodes) as necessary to describe the specific facilities being developed. In the case of acquisition projects, circle only the primary codes (e.g., A00, B00, etc.) which represent the planned use of the site. For new development, renovation development and combination projects, circle the primary codes plus the subcodes (e.g., A00, A01, C00, C01 etc.).

#### DATA ENTRY:

##### New Projects

**-Consolidated Grant Cover Sheet.** Before the Regional Office submits to WASO the approved consolidated grant, it will complete a separate Description and Notification Form (consolidated project cover sheet) for the consolidated grant as a whole. Only item #1 (State and project no.), #2 (name of consolidated project), #3, #4, and #5 will be completed.

**-Consolidated Project Element.** The State will complete at a minimum, items 1, 6, and 7 through 21 and the scope narrative, financial data estimates and clearinghouse data. Other required items will be completed by the NPS Regional Office.

**-Single Project.** The State will complete at a minimum items 2, 6, 7, 9, 15, and 17 through 21. Other required items will be completed by the NPS Regional Office.

##### Project Amendments

**-Changes to Approved Single Projects and Consolidated Project Elements.** The Description and Notification Form will be completed by the NPS Regional Office for amendments. The Region will obtain from the State information on facilities being developed under newly added primary facility codes as well as information on changes in special indices and type, i.e. acquisition to combination project, for amendments. The form will be used for ADP purposes only unless more than one project element of a consolidated project is being amended under the same amendment in which case the form will be used for both ADP and notification purposes (660.2.9).

**-Amending the Consolidated Project.** The Description and Notification Form (Consolidated Project Cover Sheet) will be completed by the NPS

Regional Office for amending item 1 (Project Name) and item 5 (Expiration Date).

**-Addition of Elements to the Consolidated Grant.** The Description and Notification Form will be completed by the NPS Regional Office. In such cases, circle the action code AMEND for ADP purposes. Where only one element is added the DNF need not include clearinghouse data since it will be contained on the SF 424. A consolidated grant cover sheet is not needed for additional elements.

### **Data Revision**

**-Special Indices and Facility Codes.** When changes in the data are necessary, the entire field must be re-entered, reflecting the change.

**-Complete Removal of Data.** Only data entered for items 11, 12, 13, 17, 18, 19, and 20 can be deleted entirely from the system. In such cases, enter "Remove" in the appropriate box.

### **Project Termination and Conversion**

If there is a change in the scope narrative or in any of the data items, a revised Description and Notification Form will be submitted by the State upon completion or termination of the single project or consolidated project element (see 675.8.9). For conversions the Region will complete a DNF (See 675.9.4). Circle CORR at the top of the form.

### **Withdrawal of a Single Project or Consolidated Project Element**

#### **For Single Projects:**

The Regions must submit to the WASO Finance Division the original letter from the State requesting the withdrawal of a project, and one copy of that letter and a DNF must be sent to the WASO Recreation Grants Division.

#### **For Consolidated Projects:**

The Regions must submit to the WASO Finance Division the original letter from the State requesting the withdrawal of an element of a consolidated project and a DNF. A copy of that letter and a DNF must also be sent to the WASO Recreation Grants Division.

The Regions will complete a DNF to withdraw an approved single project or consolidated project element as follows:

Circle CORR at the top of the form; complete item 1 including element number, as appropriate; and insert the statement "Remove" in item 2.

**Special Instructions**

1. Do not reduce the DNF form. Facilities and Special Indices are difficult to read when the DNF form is reduced.
2. Submit an original DNF for Automated Data Processing (ADP) purposes. The quality of reproduction from the Regional Office varies too much for uniform use as the ADP input source document.
3. Make decimal points larger and darker for items 15, 17, 18, and 19.
4. For consolidated project elements, the form will be typed. For single projects and amendments, the required information may be printed.

**DNF Distribution**

For each consolidated project element and its consolidated grant cover sheet, the following copies must be submitted to the WASO Office:

- 1 Original for ADP
- 1 Finance
- 1 WASO case files
- 2 Senators
- 1 Copy by Congressional Districts
- 1 Office of Public Affairs

For Amendments on an existing consolidated element the following copy must be submitted to the WASO office:

- 1 Original for ADP

For single projects the following copies must be submitted to the WASO Office:

- 1 Original for ADP
- 1 WASO case files

For Amendment on an existing single project the following copy must be submitted to the WASO Office:

- 1 Original for ADP

# L&WCF GRANTS MANUAL ATTACHMENT D

## CHAPTER 660.3

NPS 10-803  
(7-81)

LAND AND WATER CONSERVATION FUND  
DESCRIPTION AND NOTIFICATION FORM  
(OMB No. 1024-0031, 09/30/84)

new grant cont

|                                                                                                                 |      |      |                       |  |                         |  |
|-----------------------------------------------------------------------------------------------------------------|------|------|-----------------------|--|-------------------------|--|
| STATE                                                                                                           | PROJ | ELEM | PROJECT NAME          |  |                         |  |
| RECEIVED<br>MO DAY YR                                                                                           |      |      | APPROVED<br>MO DAY YR |  | EXPIRATION<br>MO DAY YR |  |
| TYPE<br>A = acquisition<br>B = new development<br>R = renovation development<br>C = combination<br>P = planning |      |      | ELEMENT NAME          |  |                         |  |
| SPONSOR<br>L = local<br>S = state<br>C = county                                                                 |      |      | SPONSOR NAME          |  |                         |  |
|                                                                                                                 |      |      | ADDRESS               |  |                         |  |

SCOPE NARRATIVE:

| FINANCIAL DATA ESTIMATES: |             | SOURCE OF OTHER |            |          |
|---------------------------|-------------|-----------------|------------|----------|
| TOTAL COST                | FUND AMOUNT | STATE (11)      | LOCAL (12) | FED (13) |
|                           |             |                 |            |          |

CLEARING HOUSE DATA:

| NAME       | RESP |
|------------|------|
| 1. STATE # |      |
| 2. LOCAL   |      |
| 3.         |      |

|      |      |              |                   |
|------|------|--------------|-------------------|
| CNTY | CNTY | CENSUS TRACT | CONGRESS DISTRICT |
|      |      |              |                   |

|                  |               |                    |
|------------------|---------------|--------------------|
| ACREAGE ACQUIRED | DONATED ACRES | ACQUIS. ASSISTANCE |
|                  |               |                    |

SPECIAL INDICES

|                                                                                                                                                      |                                                                                                                                                              |                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| A = leased land - private<br>B = leased land - federal<br>C = coastal project<br>E = surplus property<br>F = flood plain<br>H = handicapped emphasis | I = Indian sponsored<br>L = less than fee acquisition<br>M = mineral land<br>P = natural heritage preservation<br>O = railroad - R-O-W<br>R = national river | S = school park<br>T = national trail<br>U = utility - R-O-W<br>W = wetlands<br>X = project involved conversion<br>Z = contingency reserve |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

FACILITY

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. 00. CAMPGROUNDS</b><br>01. tent sites<br>02. trail or camp sites<br>03. group campground<br>04. day camp<br><br><b>B. 00. PICNIC AREAS</b><br>01. family site<br>02. group shelter<br><br><b>C. 00. SPORTS &amp; PLAYFIELDS</b><br>01. general purpose playfields<br>02. baseball/softball<br>03. football/soccer<br>04. tennis courts<br>05. other courts<br>06. rifle/bird range<br>07. trapshoot field<br>08. archery range<br>09. rodeo area<br>10. track facility | <b>D. 00. GOLF COURSE</b><br>01. regular<br>02. par 3<br>03. driving range<br><br><b>E. 00. SWIMMING FACILITIES</b><br>01. pool<br>02. wading pool<br>03. spray pool<br>04. swimming beach<br>05. bathhouse<br><br><b>F. 00. BOATING FACILITIES</b><br>01. launch ramp<br>02. berths<br>03. boat lift<br><br><b>G. 00. FISHING FACILITIES</b><br>01. pier<br>02. stream improvement<br>03. fishing access | <b>H. 00. TRAILS</b><br>01. hiking<br>02. horse<br>03. bicycle<br>04. motorized<br>05. nature<br>06. exercise<br><br><b>I. 00. WINTER SPORTS FACILITIES</b><br>01. ski lift<br>02. ski slope<br>03. ski jump<br>04. sled/bobsled run<br>05. skating rink<br>06. ski trails<br>07. snowmobile trails<br>08. warming hut<br><br><b>K. 00. SHELTERED POOL</b><br><br><b>L. 00. HUNTING</b><br><br><b>M. 00. NATURAL AREA</b> | <b>P. 00. PASSIVE PARKS</b><br><b>Q. 00. SUPPORT FACILITY</b><br>01. walkways<br>02. site improvement/landscaping<br>03. utilities<br>04. equipment<br>05. roads<br>06. parking<br>07. lighting<br>08. signs<br>09. comfort station<br>10. concession bldg.<br>11. maintenance bldg.<br><br><b>R. 00. AMPHITHEATERS/BAND SHELL</b><br><br><b>S. 00. LAKE IMPROVEMENTS</b><br><br><b>T. 00. VISITOR INFORMATION CENTER</b><br><br><b>U. 00. INTERPRETIVE CENTER</b><br><br><b>V. 00. OTHER</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



**Documentation Sent to Washington  
Office from Regional Office**

L&WCF grant documentation sent for WASO action after Regional approval is to be submitted in the following order:

**Grants and Amendments of \$25,000 and Over:**

1. Processing Control Sheet (Blue)
2. Processing Control Sheet (White)
3. Grant Agreement (1 Original)
4. Grant Agreements (2 Duplicate)
5. Standard Form DI-1961 FAADS data entry (see 660.3. Attachment F) (1 copy)
6. Standard Form 424 (5 copies, plus one additional copy for each extra Congressman listed on blue Processing Control Sheet) (the 5 copies already include 2 for Senators and 1 for 1 Congressman.
7. D.N.F. (1 Original)
8. D.N.F. (1 Duplicate)

For Consolidated grants there are to be a total of 5 duplicate copies of the D.N.F. which are collated into sets - (F.Y.I.-each Senator and appropriate Representative(s) involved in an element receives a set of the D.N.F. in the formal Congressional Notification).

9. Press Release (in DRAFT) for grants of \$1 million or more.

**Amendments for Scope Changes Under \$25,000:**

1. Processing Control Sheet (Blue)
2. Grant Agreement (1 Original)
3. Grant Agreements (2 Duplicate)
4. Standard Form 424 (3 Copies)
5. D.N.F. (1 Original)
6. D.N.F. (1 Duplicate)
7. Standard Form DI-1961 for FAADS is needed only for money changes;  
i.e., additions, reductions, or withdrawals. (1 Copy)

**DEPARTMENT OF THE INTERIOR  
FEDERAL ASSISTANCE AWARD DATA SYSTEM  
FY 1991 REPORTING REQUIREMENTS**

In accordance with the Office of Management and Budget's (OMB) FY 1990 Federal Assistance Award Data System (FAADS) Reporting Instructions, bureaus are required to submit quarterly information on all Federal domestic financial assistance actions.

Data submission from the bureau representative to the Acquisition and Assistance Division should occur at least once per quarter (preferably more frequently for large volume programs). Bureau representatives should complete the Agency Reporting Compliance Sheet to reflect all transactions for the most recent quarter and forward it to the Acquisition and Assistance Division along with the last submission of DI - Forms to the Acquisition and Assistance Division by the 24th calendar day after the end of the quarter.

NOTE: IF A DUE DATE FALLS ON A SATURDAY THE SUBMISSION IS DUE ON THE DAY BEFORE (FRIDAY), AND IF A DUE DATE FALLS ON A SUNDAY THE SUBMISSION IS DUE ON THE DAY AFTER (MONDAY).

The following is a list of the reportable data elements, along with instructions for verifying the data, for FAADS. (See Attachment 2 for reporting form.)

- |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER | Enter the 6 character number from the Catalog of Federal Domestic Assistance for the grant or program under which financial assistance is being provided. If a CFDA number is not assigned, a pseudo code should be used. The first 2 positions should be 15, the numeric agency prefix in the CFDA. The third position should be a decimal. The fourth, fifth, and sixth positions should be upper case alpha characters in sequence for each assistance award. |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The following alpha characters are assigned to the bureaus and offices:

- A. National Park Service
- B. Bureau of Reclamation
- C. Bureau of Indian Affairs
- D. Bureau of Land Management
- E. Geological Survey
- F. U.S. Fish and Wildlife Service
- G. Office of Surface Mining  
Reclamation and Enforcement
- H. Bureau of Mines
- I. Office of the Secretary of the  
Interior
- J. Minerals Management Service

For example, the proper sequence for assigning a pseudo code for an award made by the Bureau of Land Management would be: 15.DD, 15.DDE, 15.DDF, 15.DDG... in sequence for each program or activity.

The same pseudo code should be used when reporting from quarter to quarter on a specific award.

For each pseudo code, the bureau must provide a program title and description as an attachment to the Agency Reporting Compliance Sheet.

2. STATE APPLICATION  
IDENTIFIER

Enter the number assigned by a state clearinghouse. OMB has established a standard 13 character format for voluntary use in assigning SAI numbers. See the FAADS Reporting Instructions.

The entry should be left justified, space filled. SAI numbers must be reported for all awards under programs that the Department has determined are covered by Executive Order (E.O.) 12372. For awards under covered programs for which no SAI number was supplied to the Federal agency, "SAI NOT AVAILABLE" should be entered.

For awards under programs not covered by the Department's E.O. 12372 compliance, an SAI number should still be reported if supplied by the State review agency. Otherwise, the entry in this field should be "SAI EXEMPT".

## 3. RECIPIENT NAME

Enter the name of the organization receiving the award of financial assistance. The name should identify the specific organizational element (sub-division) as well as the parent organization. Only these two organizational elements should be used, even though other organizational elements may exist in the intervening hierarchical structure of the organization.

The first word of a recipient name should never be abbreviated. Abbreviations should be used only

when the recipient name exceeds the field length, which is 45. When abbreviations are necessary, the following guidelines should be used:

- a. Abbreviate from the right side of the name.
- b. Abbreviate only one word, if possible.
- c. Abbreviate the most commonly used word.

See the FAADS Reporting Instructions for additional guidance.

- |                          |                                                                                                                                                         |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. RECIPIENT CITY CODE   | Enter the appropriate code for the city or township in which the recipient is located. The code used should be the <u>4</u> character numeric GSA code. |
| 5. RECIPIENT CITY NAME   | Enter the specific name of the city or township in which the recipient is located.                                                                      |
| 6. RECIPIENT COUNTY CODE | Enter the appropriate code for the county in which the recipient is located. The <u>3</u> character numeric FIPS code should be used.                   |
| 7. RECIPIENT COUNTY NAME | Enter the specific name of the county in which the recipient is located.                                                                                |
| 8. RECIPIENT STATE CODE  | Enter the appropriate <u>2</u> character numeric FIPS code for the state in                                                                             |

- d. For pass-through grants or other statewide projects, the state should be designated in the first two positions, with the remainder of the field containing astericks (\*).
- e. For awards to domestic recipients where the final place of performance isn in a foreign country, the place of performance will be two zeros followed by FORGN (FORGN). An example of the use of this code is an educational grant to a U.S. student who will be studying/researching at a foreign university.

Awards to recipients located outside of the country (such as grants to foreign governments) continue to be excluded from FAADS coverage.

28. Reserve

This field should be left blank, unless otherwise directed for an agency by the Census Bureau.

NOTE: IF OCCASIONS ARISE WHERE AFTER THE ENDING DATE AN AUDIT IS CONDUCTED AND A CHANGE IN THE DOLLAR AMOUNT RESULTS, THE ENDING AND ACTION DATE SHOULD BOTH BE CHANGED TO REFLECT THE DAY THE CHANGE WAS MADE.

11. TYPE OF RECIPIENT

Enter the numeric 2 character code which depicts the recipient or borrower. For specific definitions and guidance, see the FAADS Reporting Instructions.

Government codes

- 00 = state
- 01 = county government
- 02 = municipal or township government
- 04 = special district government
- 05 = independent school district
- 06 = state controlled institutions of higher education

Nongovernment codes

- 11 = Indian tribe
- 12 = nonprofit agency
- 20 = private higher education institution
- 21 = individual
- 22 = profit organization
- 23 = small business
- 25 = all other

## 12. TYPE OF ACTION

Enter the appropriate character representing the nature of the award transaction:

A = new assistance award

B = continuation (funding in a succeeding budget period which stemmed from a prior agreement to fund)

C = revision (any change in the Federal Government's financial obligation or contingent liability from an existing obligation)

D = funding adjustment to completed project.

## 13. RECIPIENT CONGRESSIONAL DISTRICT

Enter the 2 position numeric code for the congressional district of the recipient. For a congressional district at large, enter a "00." For jurisdictions with a nonvoting delegate, enter a "98." For jurisdictions with no representative, enter a "99."

If a look-up table is being used to generate the congressional districts, and more than one district falls within the boundaries of the city, a code "90" should be used. See the FAADS Reporting Instructions additional guidance.

## 14. FEDERAL AGENCY

For the 4-character FIPS code enter, "1443 ."

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- |                                     |                                                                                                                                                                                                                  |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15. FEDERAL AWARD IDENTIFIER NUMBER | Enter the bureau's/offices's internal award number which uniquely identifies the grant or award transaction. The entry should omit hyphens and other special characters. The number cannot exceed 16 characters. |
| A. CORE NUMBER                      | Only the core number for each award should be entered in this field, in accordance with each agency's internal code format.                                                                                      |
| B. MODIFICATION NUMBER              | Enter the agency's internal number which represents each modification to a grant or award of financial assistance as applicable. The entry cannot exceed 4 characters in length.                                 |
| 16. FEDERAL FUNDING SIGN            | If funding amount is positive, no entry is necessary. If funding amount is negative (such as for a decrease in the obligation), enter a minus (-) sign.                                                          |
| 17. FEDERAL FUNDING AMOUNT          | Enter the dollar amount of the Federal Government's total obligation or liability for each assistance award in whole dollars. See the FAADS Reporting Instructions for additional guidance.                      |
| 18. NONFEDERAL FUNDING SIGN         | If funding amount is positive, no entry is necessary. If funding amount is negative (such as for a decrease in the obligation) enter a minus (-) sign.                                                           |

19. NONFEDERAL FUNDING AMOUNT
- Enter the total dollar amount of the funds supplied by the recipient or recipient's parent government, in order to meet the total cost of the project being funded. The numeric entry should be in whole dollars. This amount should reflect total amount of nonfederal funds.
20. ACTION/OBLIGATION DATE
- Enter the date, year, month, and day funds were obligated or committed for this action. The numeric entry should be in the form of yymmdd. For county aggregate records action date must be the last day of the quarter.
21. STARTING DATE
- Enter the year, month, and day that funds will become/became available for actual beginning of the project. The numeric entry should be in yymmdd.
22. ENDING DATE
- Provide the year, month, and day of scheduled completion date of the project or activity related to the action. The numeric entry should be in the form of yymmdd.

23. TYPE OF ASSISTANCE

Enter the appropriate 2 digit code depicting the type of grant or financial assistance. The letter in parenthesis is the CFDA assistance type.

- 01 = revenue sharing (A)
- 02 = block grant (A)
- 03 = formula grant (A)
- 04 = project grant (B)
- 05 = cooperative agreement (B)
- 06 = direct payment for specified use, such as a subsidy or other nonreimbursable direct financial assistance (C)
- 07 = direct loan (E)
- 08 = guaranteed/insured loan (F)
- 09 = insurance (G)
- 10 = direct payment with unrestricted use (retirement pension, veterans benefits, etc.) (D)
- 11 = other reimbursable, contingent, intangible or indirect financial assistance.

24. RECORD TYPE

enter a numeric "1" for county aggregate reporting, or a numeric "2" for individual action reporting.

25. CORRECTION OR LATE  
INDICATOR

Enter the appropriate code indicating that the award transaction being reported is either a correction or (alpha character C), or a late record which was omitted from a previous quarter's submission (alpha character L). For a current financial assistance award, this field must be blank.

C = correction to award transaction reported in previous quarter's submission

L = late reporting of a record which was omitted from a previous quarter's submission

Leave Blank = current financial assistance award

26. FISCAL YEAR AND  
QUARTER OF CORRECTED  
OR LATE RECORD

Enter the appropriate numeric designation of the federal fiscal year and quarter to which the correction applies, or in which the record should have been submitted. The entry should be in the format yyq with yy representing the abbreviated federal fiscal year ('92, '93 etc.) and q the quarter (1-4) of the fiscal year. Do not report late/corrected records that are more than 2 years old.

27. PRINCIPAL PLACE OF  
PERFORMANCE

Enter the location of the project being funded. Beneath the name, provide a 7 character code as follows:

- a. The state, District of Columbia, or territory should be entered in the first 2 positions. The 2 character numeric FIPS code should be used. For multistate projects, a "00" should be entered, in which case the remaining positions should contain astericks (\*).
- b. If the principal place of performance is in a particular city, township, or place, the 5 character including Indian reservations, numeric FIPS code should be entered in positions three through seven. (The GSA place code should not be used here).
- c. If the principal place of performance is a particular county (or in more than one county), enter the 3 character numeric FIPS code for the county (or county of principal performance in positions five, six, and seven, preceded by 2 astericks (\*) in positions three and four.

- d. For pass-through grants or other statewide projects, the state should be designated in the first two positions, with the remainder of the field containing astericks (\*).
- e. For awards to domestic recipients where the final place of performance isn in a foreign country, the place of performance will be two zeros followed by FORGN (FORGN). An example of the use of this code is an educational grant to a U.S. student who will be studying/researching at a foreign university.

Awards to recipients located outside of the country (such as grants to foreign governments) continue to be excluded from FAADS coverage.

28. Reserve

This field should be left blank, unless otherwise directed for an agency by the Census Bureau.

NOTE: IF OCCASIONS ARISE WHERE AFTER THE ENDING DATE AN AUDIT IS CONDUCTED AND A CHANGE IN THE DOLLAR AMOUNT RESULTS, THE ENDING AND ACTION DATE SHOULD BOTH BE CHANGED TO REFLECT THE DAY THE CHANGE WAS MADE.

IN ADDITION, ITEM #12  
SHOULD INDICATE THAT THE  
DOLLAR CHANGE IS BECAUSE  
OF THE FINDINGS OF THE  
PROGRAM AUDIT  
CONDUCTED.

## DEPARTMENT OF THE INTERIOR

## FEDERAL ASSISTANCE AWARD DATA SYSTEM REPORTING FORM

|                                         |                         |                                |  |
|-----------------------------------------|-------------------------|--------------------------------|--|
| 1 CFDA NUMBER OR PSEUDO CODE<br>15. 916 |                         | 2 STATE APPLICATION IDENTIFIER |  |
| 3 RECIPIENT NAME                        |                         | 4 RECIPIENT CITY CODE          |  |
| 5 RECIPIENT CITY NAME                   | 6 RECIPIENT COUNTY CODE | 7 RECIPIENT COUNTY NAME        |  |
| 8 RECIPIENT STATE CODE                  |                         | 9 RECIPIENT ZIP CODE           |  |
| 10 PROJECT DESCRIPTION                  |                         |                                |  |

|                                       |                                                                    |                                                                             |                                    |                                |  |
|---------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------|--------------------------------|--|
| 11 TYPE OF RECIPIENT<br>CONGRESSIONAL |                                                                    | 12 TYPE OF ACTION                                                           |                                    | 13 RECIPIENT<br>DISTRICT       |  |
| 14 FEDERAL AGENCY<br>1413             |                                                                    | 15 FEDERAL AWARD IDENTIFIER NUMBER<br>A. CORE NUMBER B. MODIFICATION NUMBER |                                    |                                |  |
| 16 FEDERAL FUNDING<br>SIGN            | 17 FEDERAL FUNDING<br>AMOUNT                                       | 18 NON-FEDERAL<br>FUNDING<br>SIGN                                           | 19 ON-FEDERAL<br>FUNDING<br>AMOUNT | 20 ACTION /<br>OBLIGATION DATE |  |
| 21 STARTING DATE                      | 22 ENDING DATE                                                     | 23 TYPE OF ASSISTANCE                                                       |                                    | 24 RECORD TYPE                 |  |
| 25 CORRECTION OR<br>LATE INDICATOR    | 26 FISCAL YEAR<br>AND QUARTER<br>OF CORRECTED<br>OR LATE<br>RECORD | 27 PRINCIPAL PLACE OF PERFORMANCE                                           |                                    | 28 RESERVE                     |  |

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**OPEN PROJECT SELECTION PROCESS**

1. **Purpose.** The purpose of this chapter is to establish requirements for State open project selection processes which will better assure equal opportunity for all eligible project sponsors and all sectors of the general public to participate in the benefits of the Land and Water Conservation Fund (L&WCF) State Assistance Program and to enable the States to affirmatively address and meet priority recreation needs. Open project selection processes will perform two essential functions:
  - A. Establishment of public notification, application assistance and review systems that assure equitable opportunities for participation in grant funding by all potentially eligible applicants.
  - B. Provision of objective criteria and standards for grant selection that are explicitly based on each State's priority needs for parkland acquisition and outdoor recreation development as identified in Statewide Comprehensive Outdoor Recreation Plans (SCORP Policy Plans and Action Programs). While it is recognized that the SCORP process covers policy, legislative, management and other matters that go beyond priorities for capital funding, the open project selection process supplies the most visible connection between a State's planning efforts and its use of L&WCF grants to meet some of the high priority needs identified through its SCORP program.
2. **Goals.** The open project selection process developed by each State shall be designed to accomplish the following goals:
  - A. Provide for public knowledge of and participation in the formulation and application of the project selection process utilized by the State in allocating Land and Water Conservation Fund (L&WCF) assistance.
  - B. Ensure that all potential State and local applicants are aware of the availability of and process for obtaining L&WCF assistance, and provide opportunities for all eligible agencies to submit project applications and have them considered on an equitable basis.
  - C. Provide a measurable link, through published selection criteria, to the specific outdoor recreation needs and priorities identified in SCORP policies and implementation programs.
  - D. Assure that the distribution of Land and Water Conservation Fund assistance is accomplished in a non-discriminatory manner, especially with regard to minority populations, the elderly and the

disabled, and ensure a fair and equitable evaluation of all applications for L&WCF assistance.

3. **Requirements for an Open Project Selection Process.** Each State shall, as a condition of eligibility to receive assistance under the Fund program, implement an open project selection process which has the following components.

A. **Priority Rating System.** Each State shall develop a priority rating system for selecting projects that ensures the fair and equitable evaluation of all projects and at a minimum:

- (1) Places the strongest possible emphasis on project selection criteria that conform directly to priority needs identified by the SCORP process. Because compatibility of projects funded with SCORP priorities is the primary measure of responsive planning and selection processes, SCORP-related criteria should be heavily-weighted to ensure that a) the rank-ordering of projects closely reflects their response to plan-identified needs, and b) no project without measurable links to SCORP-identified priorities will be funded.
- (2) Encourages public participation in the formulation of grant proposals at the project sponsor level.
- (3) Recognizes the need for accessibility of proposed projects, to the greatest extent practicable, to all segments of the public including minority populations (defined as including Blacks, Hispanics, Native Americans and Asian Americans), the elderly, and the handicapped.
- (4) Requires conformance of the project to eligibility and evaluation criteria outlined in Parts 640 and 660 of this Manual.

B. **Project Selection Process.** Each State shall develop a project selection process which evaluates and selects projects on the basis of quality and conformance with its priority rating system. The practice of dividing a State's apportionment between State and local projects may continue at the State's option. In this case, the State's project selection process may involve a single competition among all State and local projects or distinct processes and competitions for each of the two categories (i.e., State projects and local projects.) The distribution of a State's apportionment strictly on the basis of geography or location of political subdivisions is prohibited.

- (1) **Staged Projects.** Acquisition and development projects may be accomplished in stages. The purpose of staging is to defer

obligation from the Fund for other projects by scheduling 'logical units of accomplishment'. Because funding and approval of subsequent stages is not assured, a staged project must be self-sustaining without reliance upon 1) adjoining or additional areas not identified in the project scope or 2) acquisition or development which might be scheduled at a later date. Since each stage is viewed as a separate, identifiable project, approval of subsequent stages must be treated as separate projects, and compete on an equal basis with other projects in the appropriate funding cycle. If the entire staged project is included in the initial competition, subsequent stages need not compete under the OPSP if submitted for funding during the same funding cycle in which it was initially ranked.

- (2) Overruns. A State may honor requests to increase the Federal share of a State or locally sponsored project without further OPSP competition only if the State has proposed, and the Service approved, guidelines which are incorporated in the OPSP to cover this contingency. If no procedure is established, cost overrun projects must undergo OPSP competition for additional funding.

- C. Recurring Funding Cycle. Each State shall institute a recurring funding cycle to regularize the timing for receiving, evaluating and selecting project proposals. The funding cycle may recur quarterly, semi-annually, annually or at any other regular interval within the fiscal year as determined by the State. All L&WCF-funded projects submitted to NPS must have competed in such a funding cycle, and documentation of a project's ranking in such regular competitions must be available in State files.
- D. Public Notification. Each State shall inform all potential project sponsors about the availability of program program funding at least once every two years. This may be accomplished through direct contact with all potential sponsors or indirectly through State and local organizations. The information supplied shall include the types of areas and facilities eligible for funding, a statement of the State's overall objectives for use of funds under the L&WCF grants program, guidance on how to apply for L&WCF assistance and an explanation of how the State's open project selection process works. Each State should also have available, for review by project sponsors, a list of the criteria it will use in selecting projects for priority funding during the current funding cycle.
- E. Program Assistance. Each State shall, to the extent practicable, provide assistance to any potential project sponsor who requests

assistance with project formulation, proposal preparation in obtaining the non-federal matching share, and other matters necessary for participation with the program.

- F. Affirmative Action. Each State shall take affirmative action to assure that good faith efforts are made to encourage projects which directly benefit minority populations in the State. This may be accomplished through the SCORP planning process, and shall, at a minimum, reflect efforts to encourage applications from communities with significant minority populations. Since social conditions vary from State to State, the design of the approach may be determined by each State.
- G. Advisory Boards. The use of Advisory Boards, Commissions or Committees to assist States in the selection of proposals to receive the available L&WCF monies is encouraged but not required. If Advisory Boards, Commissions or Committees are utilized by a State, they must include in their membership representation of minorities to the extent that such representation reasonably reflects the ratio of the non-minority
4. Public Participation. Public participation programs developed by each State in accordance with SCORP requirements (Part 630.1) shall include provisions for insuring that the preparation and revision of project selection processes and priority rating systems are subject to public review and comment (including minority participation in this process) prior to their implementation. Use of public meetings and review by special interest groups, advisory committees, and Park/Recreation Boards, Commissions, or Committees to assist in development of selection processes are encouraged.
5. NPS Approval. States must utilize current and approved open project selection processes for selection of all applications proposed for funding through L&WCF grant monies appropriated by Congress after Fiscal Year 1982. New or revised open project selection processes must be submitted to the National Park Service for review and evaluation and approved by the appropriate NPS Regional Director before their use in State grant competitions.
6. Process Review and Updating. To ensure continuing close ties between a State's SCORP program and its open project selection process, States must review project selection criteria being used each time that a new set of SCORP priorities is approved by the National Park Service. States must then submit to NPS a revised set of OPSP criteria that conform to any changes in SCORP priorities or submit an appropriate certification that no such revisions are necessary. Regional Directors will evaluate such revised submissions or certifications in the same manner as original submissions, and will ensure accurate conformity to the SCORP

and to the objectivity and public participation objectives of this chapter before approving their use for L&WCF project selection.

State implementation of open project selection processes will also be reviewed at least once in every two years, as part of the Service's periodic State program review process (cf., Part 600.8), to determine that each State is effectively meeting the goals and requirements of this chapter. Failure by any State to keep its selection process active and up-to-date in relation to changing needs or conditions identified through its SCORP program may result in that State's loss of eligibility for participation in the Land and Water Conservation Fund program (see Parts 630.1.6 & 630.1.7).

### EVALUATION CRITERIA

1. **Purpose of Evaluation.** Proposals for acquisition and/or development will be evaluated on the basis of how they help accomplish the purposes and meet the requirements of the L&WCF Act and the L&WCF Manual requirements. This evaluation includes a consideration of the project's technical adequacy, its financial soundness, and its relationship to the needs and priorities identified in the Statewide Comprehensive Outdoor Recreation Plan.

Planning proposals will be reviewed to assure that they contribute to the development or maintenance of the SCORP.

2. **Responsibilities.** All projects submitted to the Service are evaluated to the extent that information may be available to the Service which specifically relates to the standards outlined in this chapter and other applicable program requirements. The extent of the Service review will depend on the type of application submitted (see Chapter 660.1) and the certification made by the State Liaison Officer.

- A. Under the Streamlined Single Project and the Consolidated Grant application types, it is the responsibility of the State to evaluate and assure the proposal's conformance with the standards outlined in this chapter and other applicable program requirements. In these cases, the Service will consult with and assist the State prior to the submission of the proposal. The Service's review upon receipt of the project will be limited to the adequacy and completeness of the documents submitted. Prior consultation with the State should minimize review time. The Service will also evaluate the State procedures for complying with Manual requirements when conducting a program review.

- B. Under the Complete Single Project application type, the Service will conduct a more detailed review to evaluate and assure conformance with the standards outlined in this chapter, and other applicable program requirements.

- C. In all cases, the Service will specifically review and determine that:

- (1) The environmental impact of the proposal does not warrant further evaluation nor the preparation of an Environmental Impact Statement.
    - (2) The project area is adequately described in the dated project boundary map and represents an acceptable area to be covered by the provisions of Section 6(f)(3) of the Land and Water Conservation Fund Act (see Section 660.2.6). The Service will

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also review those known outstanding rights and interests held by others in the property which the State has indicated are not to be included under the conversion provisions of Section 6(f)(3). If the Service concurs with the State's recommendation that those rights or interests, if and when exercised, would not impact the viability of the area for continued public outdoor recreation use, future actions arising pursuant to those rights or interests will not be considered within the purview of Section 6(f)(3) of the Act. All other rights and interests will be subject to the guidelines contained in Section 640.1.8 and the General Provisions (see Attachment 660.3C).

- (3) The proposal is in accord with the Statewide Comprehensive Outdoor Recreation Plan.
3. **Project Evaluation Criteria.** The following criteria shall be used by the States in selecting projects for submission to the Service (see Chapter 660.4) and by the Service in evaluating projects for approval.
  - A. **SCORP.** The extent to which projects would satisfy basic outdoor recreation needs and/or urgent needs identified in the State's planning program will be considered. This would include the amount and degree of use to be made of the project, the project location in terms of its service area, and the extent to which the project represents an increase in public outdoor recreation resources and is a long-term solution to meeting public outdoor recreation needs.
  - B. **ELIGIBILITY.** Projects will conform with the eligibility guidelines for acquisition, development, and planning projects (see Parts 630 and 640). This will include consideration for the extent to which the project's purpose is primarily for "public outdoor recreation", as distinguished from "historic", "economic development", "entertainment", "professional sports or athletics", or "indoor recreational" purposes.
  - C. **COORDINATION.** The extent to which the project is coordinated with and related to other public services and activities, and other planning and programming activities at the local, State and Federal levels will be considered. This will include compliance with the State's intergovernmental review procedures. (see Chapter 650.8)
  - D. **ORIGINALITY.** The degree to which the project shows originality of purpose or approach, or demonstrates a new idea or the new application of conventional ideas will be considered.

- E. APPLICANT'S HISTORY. The past history of the applicant for 1) adequately completing or carrying out previous federally-assisted projects, 2) protecting existing recreation resources, 3) operating and maintaining areas to acceptable standards, and 4) guiding new developments and preserving lands for open space and outdoor recreation purposes through the use of zoning and other rules, regulations and authorities will be considered.

Grants may not be awarded to any applicant nor shall any grantee or sub-grantee make any award or permit (subgrant or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

- F. COMPETITION WITH THE PRIVATE SECTOR. The extent to which a development project conflicts with private facilities will be considered. Public projects which would create a competitive situation with private enterprises generally should not be considered for L&WCF assistance where the private sector is already providing similar facilities of the type and quality needed to meet identified recreation demands. However, the fact that a public facility may place competitive pressures on a private facility does not necessarily remove the responsibility of State and local governments to provide such facilities when the private sector cannot meet existing demands in terms of the quantity or quality of needed facilities.

In situations where privately managed facilities are providing identical or similar recreation opportunities to those proposed for public sponsorship and there is potential for competitive pressures on the private operations, the State Liaison Officer will prepare a written review which discusses the need for the proposed public investment in light of the private sector's presence in the market. The primary consideration which must be addressed is whether the private sector is providing a similar type of outdoor recreation activity or experience and in sufficient quantity and quality to satisfy identified outdoor recreation needs. The following questions should be addressed in making this determination:

- (1) Does the Statewide Comprehensive Outdoor Recreation Plan identify a need for the facilities in the planning Region for which they are proposed? Is the need also identified in Regional or local plans?
- (2) Are similar private facilities, that would be affected by the proposed public facilities, operating at or above their normal capacity?



- (3) Are similar private facilities available at a reasonable fee and adequately maintained and managed so as to provide a quality outdoor recreation experience which will meet existing and projected demand?
- (4) Do the proposed public facilities provide a different type of experience or service from that provided by similar private facilities? For example, destination or vacation facilities as opposed to overnight or day use facilities; basic or rustic as opposed to convenience or luxury facilities?
- (5) Do existing physical factors (topographical, climatic, location, etc.) limit the potential for private investment in the type of facilities that the public sector intends to provide? Does the special nature of the resource dictate public ownership and development?

In addition, factors which would lend support to a conclusion that public facilities should be provided would include a history of such public involvement in the area affected; the existence of a State legislatively mandated program for the development of such facilities; and the existence of local zoning ordinances or other land use controls that would preclude or limit private investment.

The State will utilize its review to evaluate the need for proposed public facilities and the requested investment of L&WCF moneys. The Service reserves the right to request from the State the narrative statement for review if in its judgement one is considered necessary.

Marinas, ski facilities, campgrounds, and golf courses are among the types of competitive facilities to be considered under this criteria.

G. HANDICAPPED ACCESS. The extent to which buildings and other design features account for the needs of the physically handicapped (in accordance with the Architectural Barriers Act of 1968, Public Law 90-480) Section 504 of the Rehabilitation Act of 1973 will be considered. Facilities will include design features to accommodate the physically handicapped, including the use of ramps, extra wide doors, and special parking facilities. It will be the State's responsibility to insure that all L&WCF assisted development projects are in conformance with accepted handicapped design criteria as described in Chapter 640.3.3.

H. NEPA. The impact, both positive and negative, of the project on the environment will be considered. This information shall be

covered in the environmental information submitted by the State to the Service (see Chapter 650.2). On the basis of the environmental information and other information available to the Service, a determination will be made by the National Park Service whether or not to prepare an environmental impact statement on the project or the consolidated project element in accordance with the National Environmental Policy Act of 1969 (Public Law 91-190) and other pertinent regulations. The final environmental impact statement and the comments pertaining thereto shall be considered by the Service in deciding whether or not to approve a project which the Service believes is a major Federal action significantly affecting the environment.

- I. PROJECT DESIGN. Structures should be designed with sensitivity to the natural surroundings and developed areas should be landscaped to harmonize with the natural environment. Roads, trails and parking areas should be designed to blend and harmonize with existing surroundings. Unsightly areas should be screened from view.

- (1) Noise. Exterior sources of noise, such as highways, airports, railways, or factories, should be considered in the acquisition of land and in the design and location of facilities. Steps should be taken to minimize the disturbing effects of noise by means of vegetative screening and the placement of facilities. The location of facilities, such as trails for trail bikes and snowmobiles, shall take into account the effect of their noise on other recreation activities at the L&WCF assisted area. Operational noise should be taken into consideration in the purchase of apparatus and machinery.
- (2) Utility Lines. Overhead utility lines constitute a major detraction from the natural quality of many outdoor recreation areas and must be eliminated where possible. States will, therefore, be expected to 1) take all reasonable steps to insure the burial, screening, or relocation of existing overhead lines at development or acquisition projects where such lines visibly intrude upon the site's character, and 2) insure that all new electric wires under 15 KV, and telephone wires be placed underground. In no case shall mass recreation use areas (swimming, picnicking, etc.) be located under electric wires.

If the State feels that existing overhead lines should not be removed, rerouted, or buried, it must indicate its reasoning in the application.

- J. POLLUTION. The extent to which the project will affect the environment will be considered. The state agencies administering the L&WCF program, the Service and the project sponsors must set an example by maintaining high standards for the preservation and enhancement of the environment. This includes the elimination and prevention of air and water pollution, and the protection and enhancement of natural beauty.

The introduction of pollutants into the environment must be avoided. Particular attention should be given in project design to sewage effluents, contaminated water, burning dumps, garbage and solid waste disposal, and the siltation of waters.

Development shall be designed and managed to minimize erosion and siltation. Fill, borrow pits, cuts, and other raw soil surface areas must be protected from erosion during development to the maximum practicable extent, and all disturbed areas must be restored to an attractive condition at the conclusion of development.

Development must comply with applicable Federal, State, and/or local air and water quality standards, including The Clean Air Act, The Clean Water Act, and Executive Orders 11514 and 11288.

- K. FLOODPLAINS AND WETLANDS. All proposals involving floodplains and wetlands shall preserve and enhance the natural and beneficial values of such lands in accordance with Executive Orders 11988 and 11990. (see Chapter 650.7). Proposed acquisition and development shall include all practical measures to minimize harm to floodplains and wetlands which may result from new construction or other uses of the properties. Practical alternatives to proposed actions which might adversely effect floodplains and wetlands shall be considered by the project sponsor as well as the impact of such alternatives on the use and quality of the recreation site. This shall be accomplished as part of the environmental review process (see Chapter 650.2) and in conformance with 44 CFR 6342 (see Chapter 650.7).

The State during its environmental evaluation of a proposal involving floodplains and wetlands, shall insure to the fullest practical extent that the public is given an early opportunity to review and comment on the project pursuant to the above Executive Orders.

- L. PRIME OR UNIQUE FARMLANDS. In accord with Council on Environmental Quality memoranda on prime or unique farmlands, it is the policy of NPS not to participate in projects which

irrevocably remove prime or unique farmlands from production, where other practicable alternatives exist and where the proposed project does not fulfill a clearly demonstrated need. However, the Regional Director is not precluded from approving a project located on lands identified as prime and unique farmlands when the proposed use meets a clearly defined recreational need and/or does not result in an "irreversible conversion" to non-farm use. In defining "irreversible conversion", it should be noted that the imposition of Section 6(f) of the L&WCF Act of 1965, does not, in itself, constitute an irreversible conversion of farmlands to non-farm use, since the project site could be converted to agricultural use provided that suitable replacement land is made available.

- M. ENDANGERED SPECIES. The extent to which the project will affect any species of fish, wildlife, or plant which is designated as endangered or threatened under the Endangered Species Act of 1973 will be considered. It will be the State's responsibility to obtain the information necessary for a review of the effect the proposed project has upon listed species or their habitat pursuant to 50 CFR 402.
- N. RELOCATION. Acquisition projects shall comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. (see Chapter 650.3).
- O. PRESERVATION. All projects shall comply with the National Historic Preservation Act of 1966, the National Environmental Policy Act of 1969, as amended, as it pertains to cultural resources; Executive Order 11593; and the Archeological and Historic Preservation Act of 1974, as amended (see Chapter 650.4). It is necessary to determine whether L&WCF assisted projects affect properties listed in or eligible for listing in the National Register of Historic Places. Documentation of such affected property should be made.
- P. EEO CONTRACT COMPLIANCE. All projects shall be in compliance with procedures required by Executive Order 11246, as amended, and by the Office of Contract Compliance Programs of the Department of Labor (41 CFR 60-4). States will actively cooperate with NPS in obtaining compliance of project sponsors, construction contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders. (see Chapter 650.5).
- Q. FLOOD INSURANCE. The purchasing of flood insurance for all insurable acquisition or development projects located in flood hazard areas of communities participating in the National Flood Insurance Program as required by the Flood Disaster Act of 1973 will be considered (see Chapter 650.6).

- R. DREDGE AND FILL. The effect of dredge and fill operations on marshes, wetlands, estuarine areas, and other areas of unique wildlife or marine habitat will be considered. Proposals involving dredge and fill operations must be reviewed and evaluated by the U.S. Fish and Wildlife Service for the effects on marine and wildlife habitat. A permit from the appropriate Federal agency (Corps of Engineers, Coast Guard, etc.) is required for development proposals involving any of the above activities in navigable waters prior to approval of a Land and Water Conservation Fund development project.
- S. CONTROL AND TENURE. The degree of control and tenure over areas to be acquired or developed will be considered. Reasonable assurances must be provided that conversion under Section 6(f)(3) of the Act will not occur without Service approval (see Section 640.1.8).
- T. PROFESSIONAL SERVICES. The quality of engineering and supervision on a project will be considered. States must provide all engineering services necessary for design and construction, provide internal technical review, and insure that construction plans and specifications meet applicable health and safety standards (see Chapter 675.3.).
- U. COASTAL ZONE MANAGEMENT. All actions significantly effecting the coastal zone are subject to the Federal consistency requirements of the Coastal Zone Management Act of 1972, as amended. To fulfill the requirements of Federal consistency, applicants should complete the Intergovernmental Review System (E.O. 12372) process (see Chapter 650.8).
- V. ENERGY CONSERVATION. All projects approved beginning in fiscal year 1981 shall be designed, constructed, operated and maintained in an energy efficient manner.
- (1) Power systems for heating, cooling, lighting and operation shall minimize or eliminate the facility's use of petroleum and natural gas through solar, wind, wood, coal or other power systems, to the extent possible.
  - (2) All projects shall meet the thermal insulation standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. Standard 90A-1980, Energy Conservation in New Building Design, or the "Cost Effective Energy Conservation Standards" of HUD, or other equivalent standards.

- (3) State project selection systems shall give priority to the most energy efficient projects, including but not limited to projects using energy efficient design methods and materials for the site and buildings; the use of alternative power systems to minimize the use of petroleum and natural gas; the adaptive reuse of existing structures over new construction where appropriate; projects that are located close to populated areas and are accessible by foot, bicycle or public transportation; the retrofitting to improve the energy efficiency of existing recreation facilities; projects resulting from an energy audit or energy efficiency plan; or projects which help minimize energy development impacts.

4. **Development Project Criteria.** In evaluating development project proposals, the State and the Service should give special attention to the degree to which the project is in keeping with the original intent of the L&WCF Act.

A. A development project is considered to be questionable, elaborate, or borderline with respect to the basic intent of the L&WCF Act if serious questions arise concerning some of the following eligibility issues and their interrelationships:

- (1) **PROJECT COST.** Consideration should be given to the degree to which a significant portion of the State's annual apportionment is requested for one project, for one project sponsor or for one facility that does not serve the full range of the general public; or when the cost of a facility significantly exceeds the comparable price for similar facilities.
- (2) **LIMITED USE.** Consideration should be given to the degree to which participation is limited by a facility's single purpose, short season, cost of equipment, fee for participation or its limited accessibility to the general public.
- (3) **LOW PRIORITY.** Consideration should be given to a project's priority in the State's Comprehensive Outdoor Recreation Plan and Action Program, especially when the need for a particular facility in a certain planning region is not fully supported.
- (4) **COMPETITION WITH THE PRIVATE SECTOR.** Consideration should be given to the degree to which the private sector is already providing similar facilities of the type and quality needed to meet identified recreation demands and the user fee is low enough to undercut private business,

or the income is sufficient to justify private investment, or the facility is located in a tourist market area.

- (5) **INELIGIBLE FACILITY TYPES.** Consideration should be given to the degree to which the project involves questionable support, spectator or exhibit facilities or does not clearly comply with the other eligibility criteria outlined in Chapter 640.3.

**B.** In the situations where a proposal raises serious questions in regard to the above eligibility issues, the State Liaison Officer will review the project to determine if it meets the original intent of the Act. In this review, special consideration should be given to the following questions:

- (1) Is the project's cost comparable to other facilities of its type and justifiable in terms of the quantity and quality of recreation the facility will provide?
- (2) Does the project require only a reasonable portion of the State's L&WCF monies rather than a significant portion which precludes the funding of more urgent recreation needs?
- (3) Will the project serve a reasonably large number of people in its service area? Will it provide close-to-home recreation and be accessible by public transportation?
- (4) Will the project serve a wide range of recreation interests and abilities including the elderly and handicapped as well as the more active and highly skilled recreationists?
- (5) Does the project establish a reasonable fee structure that allows for broad public participation perhaps by including free days or reduced rate days if necessary? Is project income to the sponsor being directed to recreational purposes? (see Section 675.1.8).
- (6) Does the project meet priority recreation needs as defined in the Statewide Comprehensive Outdoor Recreation Plan and Annual Action Program?
- (7) Can it be shown that the project does not compete unfairly with the private sector? (see Section 660.5.3F).
- (8) Does the project involve only eligible outdoor recreation facilities? (see Chapter 640.3).

- C. The above questions should be used as a general guide in evaluating a questionable, elaborate or borderline proposal in relation to the original intent of the Act. Essentially, to be eligible, one must be able to conclude that L&WCF funds are being used "in the public interest" and "in accord with the Statewide Comprehensive Outdoor Recreation Plan" for the development of "basic outdoor recreation facilities to serve the general public." The Service reserves the right to request from the State a written justification of eligibility based on the above, if in its judgement one in considered necessary.
5. **Approval.** Any project submitted to the Service for consideration and found to be in accord with the project evaluation criteria and other current requirements, may be considered for approval.
- A. **Approval.** When a project has been judged adequate and the State desires funding, a project agreement is signed by an authorized National Park Service (NPS) representative, thereby approving the project. This approval, or funding, means that the amount of money stated on the agreement is obligated for expenditure from the Fund on this project, and will be paid to the State as acceptable billings are presented to NPS or as a request for payment on letter of credit is submitted to a Treasury Regional Disbursing Office.
- B. **Staged Projects.** Acquisition and/or development projects may be accomplished in stages. The purpose of staging is to schedule logical units of accomplishment and to defer obligations from the Fund for other projects. When a staged project is submitted to the Service, funding may be requested for only one stage. The Service reviews all the stage of such projects as if for complete approval. If found adequate, an agreement is signed, thus approving the first stage and qualifying the remaining stages. When the project sponsor is ready to proceed with one or more of the subsequent qualified stages, approval is requested by means of an amendment to the project agreement. Staged projects will not be included in a Consolidated Grant application.
6. **Certification.** When utilizing the Consolidated Grant or the Streamlined Single Project applications, the State Liaison Officer by signing the project agreement certifies that the individual project or the project elements which are part of the consolidated grant are eligible for assistance under the Land and Water Conservation Fund Act of 1965, as amended; that they are in accord with the State's Comprehensive Statewide Outdoor Recreation Plan and the provisions of the current L&WCF Grants Manual; and that all required documentation is in the State's official case



file. These assurances are part of the consideration for the grant contract and the contract is made in reliance on the representation of the State.

Included in this certification is the State Liaison Officer's assurance that the project is not located on or near any site presently listed, or eligible for listing in the National Register of Historic Places (see Chapter 650.4). If the project is located on or near such a site, the State Liaison Officer assures that the State Historic Preservation Officer has determined that it will have "no effect" upon those resources. Projects or project elements located on or near such sites and which are viewed as having "no adverse effects" on nationally significant historic sites or proposals which receive "adverse effect" comments cannot be processed or included in a Consolidated Grant application until cleared by the Service.

7. **Qualification.** The State may wish to submit an acquisition or development project to the Service for qualification, that is to ascertain its eligibility and technical adequacy without having funds obligated. Upon request, the Service will conduct such a review and notify the State concerning the project's eligibility for funding. If eligible, the project may be processed for approval upon receipt of a funding request from the State.
8. **Service Action During Periods of State Ineligibility.** During a period of State ineligibility, the following apply:
  - A. Requests for project approval received by the Service but not acted upon prior to the State's loss of eligibility will be returned to the State as inactionable. The State may not submit projects to the Service during a period of ineligibility.
  - B. Only requests for time extensions, deobligations, reimbursements, changes in scope, and project completions will be acted upon during a States period of ineligibility.
  - C. Waivers of retroactivity will not be granted.
  - D. Amendments to increase funds and to add or delete elements of a consolidated project will not be acted upon during a period of ineligibility.

